



### Evaluation Procedures – Coursework Completed at International Institutions

**All credits completed at institutions of higher education outside of the United States follow a 3-step evaluation procedure.**

1. The Queens College Undergraduate Admissions/Transfer Division (Jefferson Hall 105) will review your international transcripts in order to determine how the credits you earned at the international institution translate into Queens College academic disciplines. You will receive this initial evaluation by mail.

*If you have not received this initial evaluation, please visit the Transfer Division of Undergraduate Admissions.*

2. Once you receive the credentials sheet, you must follow the same procedures as for the faculty evaluation. For example, if the Undergraduate Admissions Office determined that you have earned the equivalent of 9 credits of Sociology and 15 credits of Music, you must go to the Sociology Department and the Music Department to have the credit transferred to a Queens College equivalent course by the faculty evaluators responsible for international evaluations.

*Note: Faculty evaluators are not permitted to modify the number of credits. Faculty evaluators are responsible for determining course equivalencies, not the number of credits.*

3. Once you have visited all departments indicated on the credentials sheet, you must return to the Undergraduate Admissions/Transfer Division (Jefferson 105) and submit the credentials sheet for final verification by the international credit evaluator. Once the credentials sheet is verified, course equivalencies will then be recorded on your Queens College transcript.

*Tip: Once your course equivalencies and transfer credits are posted on your Queens College transcript, you should speak with an academic advisor and find out which requirements have been satisfied based on your international credits.*

Undergraduate Admissions/Transfer Division  
Jefferson Hall 105 • 718.997.5604

Academic Advising Center  
Kiely Hall 217 • 718.997.5599