

International Transcript Application & Evaluation Process

Please complete the steps below required for Yakima Valley Community College International Evaluations:

- 1. Request Two Official Academic Records/Transcripts** - Official means they are in sealed college envelopes.
 - Request one of the official transcripts be mailed to:
Yakima Valley Community College
International Student Program
1113 South 14th Avenue
Yakima, Washington 98908
 - Request one of the official transcripts be mailed to you. **Do not open** this document because you will then include that transcript when you mail the completed application form to AACRAO.
 - If your records are not already in English, you must include a Certified Literal English translation (see Notes and Instructions, #2 on application) with both official academic records/transcripts requested above.
Certified translators from the [American Translators Association](http://www.atanet.org) may be found at www.atanet.org.
- 2. AACRAO Application Form** (This application can be completed online and printed. It is available at: <http://www.aacrao.org/international/foreignEdCred.cfm>)
 - Read all instructions carefully before beginning.
 - Fill out and sign the [AACRAO](http://www.aacrao.org) application form. AACRAO provides one copy of the evaluation.
*Note: on the bottom of the first page in the space "mail additional copies" write directions to mail to:
Yakima Valley Community College
International Student Program
1113 South 14th Avenue
Yakima, Washington 98908
Where it asks for number of additional copies requested type: 0
 - Include the sealed envelope transcript you received from your college and English translation, if applicable.
 - Yakima Valley Community College requires AACRAO's **Course-by-Course evaluation**.
 - Credit card billing information or money order for US \$190.00. (no personal checks are accepted)
 - Send all materials to:
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Office of International Education Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036-1135
- 3. Report Results**
 - AACRAO mails report results to YVCC.
 - AACRAO evaluations typically are applied as elective credits at YVCC. Introductory courses may possibly be applied as distribution credit. For other types of courses to be applied toward distribution requirements, request English version course descriptions be sent directly to YVCC. They must be from the time you completed the courses.
 - You may check back with YVCC admissions, 509-574-4712 or admis@yvcc.edu, 1-2 weeks after AACRAO submits your transcript to YVCC.
 - If you have questions contact YVCC's International Student Program, 509-574-4885 or isp@yvcc.edu.