



# How to Obtain a U.S. Equivalency Report

(The Translation & Evaluation Process)

**PLEASE NOTE:** A *translation* is taking the document from one language to another, while an *evaluation* is an assessment of the U.S. equivalency of your documents.

## Step 1:

**Gather required documents**



To evaluate your credentials, most evaluation agencies require:

- ✓ **Original Academic Records**, such as diplomas, transcripts, & certificates of completion from your country. Check with your evaluation agency to see exactly which documents are needed.
- ✓ **Certified translations:** You will need English translations of all academic records you are submitting for evaluation (Ex: If you submit a diploma from Brazil for evaluation, you will **also** need to provide a certified **translation** of the document in **English**).

Do you have all your required documents?

**NO**

**I need a certified translation.**

You can request a translation from us [HERE](#) & we will send the evaluation agency a copy of your translation so that you can proceed with the evaluation. We only need an electronic copy of your documents in order to provide you with a translation of your documents.

**I don't know which documents I need to translate.**

First, determine which kind of evaluation you need (basic, course-by-course, detailed, GPA calculation, etc). Then visit the website of the evaluation agency of your choice & look for the document requirements for your country/evaluation type.

**YES**

## Step 2:

**Request an Evaluation**

Go to the website of the evaluation agency of your choice & follow their steps to request an evaluation.

**Need a recommendation for an evaluation agency?**

To find a list of evaluation agencies that we are partnered with and highly recommend on our Resources page, Click [HERE](#).

Questions? Reach out to us by clicking [HERE](#).