



Office of the Provost

Planning and Finance

Foreign Credential Evaluations Guidelines for Florida International University

GENERAL INFORMATION:

All transcripts submitted from foreign universities or schools by a prospective hire must be evaluated for equivalency to United States accredited course work by a University approved agency (*For information on all approved companies that provide this service, please visit the National Association of Credential Evaluation Services [NACES](#)*). Only course work and degrees granted by an accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. The Provost's Office maintains and distributes information regarding the processing of foreign transcripts.

GUIDELINES:

A. Academic credentials requirements.

Official original academic credentials including degrees or diplomas and transcripts including courses taken, credits or hours of instruction and grades must be submitted to the evaluation agency for review. The following documents types will be accepted:

- a) Official original diplomas in the original language and/or translated in English.
- b) Official original certificates in the original language and/or translated in English.
- c) Official original transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study.

NOTE:

Photocopies, even notarized photocopies will not be accepted. The only photocopies that may be accepted are those certified, signed and sealed by the issuing institution. Academic credentials sent by applicants via fax or e-mail will not be accepted for evaluation purposes.

- B. Foreign credentials needing translation and evaluation – while we do not limit the use of any of the approved companies that provide this service, we recommend the use of **Josef Silny & Associates, Inc.** (<https://www.jsilny.org/>).



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- C. Foreign credentials needing translation and evaluation due to immigration process – If the faculty is requesting a visa, as well as translation and evaluation of foreign credentials, we recommend the **Foundation for International Services, Inc.** (<https://www.fis-web.com/>).

Josef Silny & Associates, Inc. (JS&A) Procedures:

1. Fill out [Foreign Credential Evaluation Application](#) (Document-by-Document). The HR liaison for each College/School has been designated as the point person to receive the evaluation.
2. Print the form and have the request approved and signed by applicant.
3. Email the [Foreign Credential Evaluation Application](#) to Josef Silny & Associates, Inc. via e-mail to info@jsilny.org.
4. Payment for the evaluation will be made at the time of the request (page 5 of application). The payment responsibility falls to the faculty. For those units who agree to cover the cost, Josef Silny and Associates is an approved vendor at FIU, and can be paid using the procard.
5. Once the evaluation is complete, a report will be generated and posted on the web. This should be forwarded alongside the degree diploma to the Office of the Provost, Planning and Finance.

NOTE:

How long does it take for JS&A to complete the evaluation?

Most non-rush evaluations are completed in 10 business days from the time JS&A receive the application, fee, and academic credentials. They also offer rush services which are described on page 2 of the application.

What academic credentials do you have to submit?

Page 1 of the application form explains that JS&A require official original academic credentials including degrees or diplomas and transcripts including courses taken, credits or hours of instruction and grades. In some cases, they may require that academic credentials be sent directly by the issuing institution or examination body. They do not accept photocopies, even notarized photocopies. The only photocopies we may accept are those certified, signed and sealed by the issuing institution. Academic credentials sent by applicants via fax or e-mail will not be accepted for evaluation purposes



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JS&A is not responsible for any loss, destruction or damage of any original diploma, certificate or documents of any kind. You may visit Josef Silny & Associate's Frequently Asked Questions for more information.

Foundation for International Services (FIS) Procedures:

1. Fill out [Application for Law Firms and Other Business](#) (Document-by-Document) or complete the [application online](#) (preferred method). You can enter the Employee ID # for the faculty in the space identified as "Client Ref #", if available. Otherwise, leave it blank.
2. Forward the Application together with any credentials (Official original or copies of transcripts, diplomas, CV, etc.) to info@fis-web.com. Once the e-mail is received at FIS, a confirmation will be sent to the requestor, the HR liaison for each College/School has been designated as the point person to receive the evaluation. If the request is faxed, there will be no confirmation sent.
3. Once FIS creates a file, the staff responsible for data entry communicates with the requestor if additional documentation is needed. Otherwise, the file is referred to the FIS evaluator.
4. On the date the evaluation is due, per schedule provided by FIS, an e-mail will be sent to the requestor with the complete evaluation. At the same time, two sets of official evaluations will be mailed to the address on the request form.
5. The invoice will be mailed along with the official evaluations. For those units who agree to cover the cost, FIS is an approved vendor at FIU, and can be paid using the procard.

World Education Services (WES) Procedures:

1. Fill out the [Faculty International Credential Evaluation Request Form](#) (Document-by-Document) or complete the [application online](#) (preferred method). The HR Liaison for each College/School has been designated as the point person to receive the evaluation.
2. Print or submit the application and have the request approved and signed by the Dean or its designee (if applicable).
3. Prepare a confirmation of [Degree/Diploma Conferral](#) form (for each Credential Evaluation Request Form that is prepared).
4. Forward the [Faculty International Credential Evaluation Request Form](#), the [Degree/Diploma Conferral](#) form and copies of official original academic credentials (transcripts, diplomas, etc) as PDF file to WES via e-mail to faculty@wes.org.



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5. Payment for the evaluation will be made at the time of the request. For those units who agree to cover the cost, WES is an approved vendor at FIU, and can be paid using the procard.
6. WES will request documentation based on the information on the form from the awarding institution to complete the evaluation, as needed.
7. Once the evaluation is complete, a report will be generated and posted on the web. The HR Liaison will be notified via e-mail and hard-copies will be sent if this was noted in the request.

NOTE:

How long does it take for WES to complete my evaluation?

An evaluation takes about seven (7) business days after WES receives, reviews, and accepts all the required documents and payment in received in full.

You may visit [About WES Credential Evaluation](#) for more information.