

Credential Evaluation Companies

Each of these companies has their own process and may require original documents. Please check their websites or contact them directly to ensure you have the right documents to send them.

When requesting an evaluation, you will need to request the “**Course-by-Course**” Evaluation.

When selecting a recipient, please have the evaluation sent back to you (the student).

Upload your evaluation report here: https://shoreline.formstack.com/forms/iehsc_upload

SpanTran: The Evaluation Company

Steps:

1. Start application on SpanTran website (use the Shoreline-specific link above for special pricing!)
2. Review the requirements on the SpanTran website
3. Complete the online application and upload required documents
4. SpanTran does the evaluation, creates the report, and sends the report directly to the institution or selected recipients

It will take them approximately 10 business days (after receiving your documents).

\$150 includes:

- Evaluation of official documents
- Description of degrees and documents earned
- U.S. credit and grade equivalent for each course
- U.S. grade point average (GPA) on 4.0 scale

Additional shipping fees may apply. Expedited evaluation and translations are available at additional cost.

Educational Credential Evaluators, Inc. (ECE)

Steps:

1. Figure out which type of report you need and review the required documents (on the website)
2. Apply on the website and submit payment
3. Submit required documents (detailed instructions are available on the website)
4. ECE does the evaluation, creates the report, and sends back to the student. When applying, the student can select the option where a copy of the report would be sent (please ask them to send it back to you – the student – so you can email us an electronic copy).

It will take them approximately 5 business days (after receiving your documents).

\$195 for “Course-by-Course” includes:

- U.S. equivalence for each high school credential

- Unit and grade equivalents
- Grade average for each high school credential

Additional shipping fees may apply.

Foundation for International Services (FIS)

FIS is a more expensive option, however, they do typically accept scanned or electronic documents if you are unable to get official physical copies from your high school due to the COVID-19 pandemic.

Steps:

1. Create an account on the website.
2. Select Course-by-Course evaluation and submit all required documents.
3. Submit payment depending on how quickly you need your evaluation.
4. FIS does the evaluation, creates the report, and sends it to the student, or the location indicated on the evaluation request.

It will take them approximately one month to process your request.

\$245 for "Course-by-Course" includes:

- Coursework completed
- Equivalent U.S. credit hours per subject
- Equivalent U.S. grade per subject

Additional shipping fees may apply.

We will also accept evaluations from any evaluation service that is a member of NACES (the National Association of Credential Evaluation Services). We recommend that students research the options available and select the company that works best for them. If you have any questions about using credential evaluation services, please contact us at iehighschoolcoordinator@shoreline.edu.