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## *INTERNATIONAL HIGH SCHOOL DIPLOMAS AND COLLEGE TRANSCRIPTS*

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Applicants who have attended and/or graduated from a non-U.S. high school, college or university must have their high school diploma or college transcript evaluated by an independent credential evaluation agency. This agency will conduct a two-step process:

1. Translate the diploma/transcript/document to English (if translation is necessary)
2. Determine how the academic work and educational credentials taken by the individual equates to academic work offered at regionally accredited institutions in the United States.

Even if a diploma/transcript/document is in English, these credentials must undergo the evaluation process. Evaluation reports of foreign education credentials will be accepted only from members of either of the following professional organizations:

- National Association of Credential Evaluation Services (NACES) member agencies. The NACES Members Site (<http://naces.org/members.html>) maintains a complete listing of acceptable agencies.
- Association of International Credential Evaluators, Inc. (AICE) member agencies. The AICE Members Site (<http://aice-eval.org/members/>) maintains a complete listing of acceptable agencies.

An official evaluation report for a high school graduation must include the following:

- A translation of the document into the English language (if applicable)
- Name and location of high school
- Date of graduation
- Must be equivalent to a high school diploma received in the U.S. at an accredited institution

An official evaluation report for college/university coursework and/or degree must include the following:

- A translation of the document into the English language (if applicable)
- A course-by-course evaluation of the applicant's non-U.S. coursework as it compares to a four-year college or university program or degree in the U.S.
- The semester-hour equivalent of each area of college-level study.
- A translation of course titles into the English language (if applicable)
- Verification of the completion of teaching certificate and practice/student teaching (if applicable)

Please note the following when applying for certification with Delaware First:

- Evaluation reports must be sent directly to Delaware First from the independent evaluation agency, or an unopened copy of the evaluation report must be forwarded by the individual to:

Delaware Department of Education  
Attn: Delaware First  
401 Federal Street, Suite #2  
Dover, DE 19901