

# Transcript Requirements

## High School Transcripts

International students applying for admission to Washburn must submit original high school transcripts of courses and grades, including the detailed address of the issuing school. The issuing school must send the transcripts in the school's official envelope to the Office of International Programs directly.

In countries where it is not possible to obtain original transcripts, the issuing school must send attested transcripts to the Office of International Programs directly. The university cannot accept attested transcripts from the student.

## Transcripts from U.S. Colleges/Universities

International students who have attended college/university in the U.S. must request the U.S. college/university to submit official transcripts to the WU Office of International Programs (1700 S.W. College Ave., Topeka, KS 66621) or official e-transcripts to [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu). If a student has attended more than one U.S. college/university, each of these colleges/universities must submit the official transcript to Washburn.

## Transcripts of University Work from Another Country

International students who have completed university-level courses outside of the United States must provide an official **course-by-course evaluation** by an independent evaluation service. Washburn University accepts course-by-course evaluations processed by either of the following two evaluation services:

**Educational Credential Evaluators (ECE)** or **World Education Services (WES)**.

**Important note:** The evaluation report must be received by the Office of International Programs or Office of Admissions before the beginning of course pre-registration for the next semester (mid-October for Spring and summer; mid-March for Fall). If a student does not complete the evaluation report before the beginning of pre-registration for courses, the student will not be able to pre-register until the evaluation report has been received and processed by W.U.

**One official, course-by-course evaluation report must be sent by ECE or WES to:**

Office of International Programs

Washburn University

1700 S.W. College Ave.

Topeka, KS 66621

The Office of International Programs can also accept the evaluation report from the student in the official, sealed (unopened) ECE or WES envelope.

- **Educational Credential Evaluators, Inc. (ECE)**

Website: <https://www.ece.org> and phone #: 414-289-3400

Approximate cost and processing time: \$160 USD (course-by-course evaluation); The processing time is generally within 10 business days from when all materials and fees have been received by ECE (without paying for rush service)

- **World Education Services (WES)**

Website: <https://www.wes.org/> and phone #: 212-966-6311

Approximate cost and processing time: \$145 USD (for WES ICAP – Course-by-Course report); The processing time is generally 7 business days from when all materials and fees have been received by WES (without rush service)

### **Posting of University Credit from Another Country**

After Washburn receives the official course-by-course evaluation from ECE or WES, the grades of university-level courses from another country will be listed on the Washburn transcript as CR (grade of A, B, or C), P (grade of D), or NC (grade of F). The grade point average earned in international university course transfer work will not be calculated in the Washburn cumulative Grade Point Average (GPA).

### **Approval of Transfer Credit to Meet Specific Requirements**

For academic program requirements, an international student must meet with his or her Washburn academic advisor in his or her field of study/academic department. To request approval of international transfer credit to meet general education requirements, a student must make a petition to the Office of the Vice President for

Academic Affairs (VPAA). Click [here](#) for the **General Education Transfer Course Petition Form**.

For international students who have completed a baccalaureate or associate degree from an accredited international institution outside of the U.S., satisfactorily completed courses may be accepted towards credit in the appropriate general education areas. A student must take at least 60 of the required credit hours for the U.S. baccalaureate degree at a 4-year U.S. college or university.