



## **INTERNATIONAL TRANSCRIPT ASSESSMENT SERVICE INFORMATION**

1. Prospective transfer student interested in the International Transcript Assessment service must contact International Admission at 415 338-2382 for initial screening and advising.
2. Students who have applied for admission to SFSU are not eligible for this service. Applicants to SFSU will have their transcripts evaluated as part of the admission process.
3. Upon advisement by an International Admissions Counselor, an Appointment Request Form may be downloaded from the SFSU website at <http://www.sfsu.edu/~admisrec/forms/AppointmentRequest.pdf>. The Appointment Request Form must be submitted by the student to SFSU Undergraduate Admissions One Stop counter, Student Services Center.
4. Complete transcripts from international institutions, colleges or universities (including exams, diplomas, certificates, mark sheets, etc.) and English translations must be submitted with the Appointment Request form. Incomplete Request forms will not be accepted.
5. Photocopies of transcripts, mark sheets, certificates, diplomas, etc. are acceptable. Do not submit original transcripts as these will not be returned.
6. A \$90 non-refundable service fee must be paid to the Bursar's Office or must be attached to the appointment request.
7. International Admissions will contact the student 5 to 10 working days after the request is submitted to One Stop in the event that additional transcripts are needed.
8. The completed assessment summary will be mailed to student in 4 to 6 weeks. The student has the option of meeting with the Counselor to discuss the assessment either by telephone or in person.
9. For any questions, call International Admissions at 415 338-2382.