

# Evaluating Your Foreign Transcripts & Diplomas

Evaluating your foreign transcripts is the first step toward earning your High School Diploma at Woodland Adult Education. To see which previous credits can transfer over to our program, your foreign academic documents must be translated into English and evaluated by an approved professional service.

## Step 1: Get a Certified English Translation

If your transcripts are in a language other than English, you must get a certified translation before they can be evaluated for school credit.

- **No Self-Translations:** You cannot translate your own transcripts, even if you are fluent in English.
- **Word-for-Word Format:** The document must completely match your original transcript layout, translating all text, grades, and official stamps.
- **Certificate of Accuracy:** Your final document must include a signed affidavit or "Certificate of Translation Accuracy" from a professional translator.

## Local & Regional Translation Providers

Provider Name	Location / Type	Website
Transcend® Translations	2043 Anderson Rd STE C, Davis, CA	<a href="#">Visit Site</a>
EFIMENTE Translation Center	110 S Harding Blvd Ste C, Roseville, CA	<a href="#">Visit Site</a>
U.S. Language Services	Online Provider (Digital Processing)	<a href="#">Visit Site</a>

## Step 2: Choose an Approved Evaluation Agency

Once your documents are in English, they must be processed by an agency approved by the State of California. You can choose from the following widely trusted evaluation organizations:

- **NACES Members:** You can select any agency listed in the official [NACES Member Directory](#). A highly recommended and frequently used option is [World Education Services \(WES\)](#).
- **AICE Members:** You can select any evaluation provider registered within the official [AICE Member Directory](#).

## Step 3: Follow the Transfer Process

1. **Gather Your Records:** Get official, sealed academic transcripts from your home country.
2. **Select "Course-by-Course":** When ordering your evaluation from a NACES or AICE agency, make sure to request a "**Course-by-Course**" evaluation so we can see your individual subject credits.
3. **Submit to Woodland Adult Ed:** Bring the official, finalized evaluation report directly to our registrar to find out how many credits apply to your diploma.

## Frequently Asked Questions (FAQ)

### **How much do translation and evaluation services cost?**

Prices vary by provider. Certified translation agencies typically charge between \$25 to \$50 per page. Official NACES or AICE "Course-by-Course" evaluation packages generally range from \$150 to \$250.

### **How long does the whole process take?**

Document translation normally takes 3 to 7 business days. Once submitted to an evaluation service like WES, the evaluation report can take an additional 2 to 4 weeks to be generated and delivered.

### **Can the school pay for my transcript evaluation?**

Students are responsible for the fees charged by external translation and evaluation businesses.