

Evaluations

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EVALUATIONS

What We Do

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Transcript Evaluations

Overview

Students interested in transferring previously completed coursework credit to Foothill College from other U.S. regionally accredited college/university **AND/OR** receiving academic credit for *Advanced Placement Exam (AP)*/*International Baccalaureate Exam (IB)* scores should submit an official request below.

U.S. Transcript Evaluation ▲

To be eligible, students must meet the following:

- Currently enrolled in at least 1 Foothill College course,
- have completed at least six (6) units at Foothill College, **AND**
- have ALL eligible official transcripts filed with Admissions and Records.

IF YOU CURRENTLY DON'T MEET THESE REQUIREMENTS, YOU CAN MAKE A COUNSELING APPOINTMENT TO REQUEST AN UNOFFICIAL PRELIMINARY EVALUATION TO GET YOU STARTED: [SCHEDULE A COUNSELING APPOINTMENT.](#)

How to submit your official transcripts:



Questions?
We're Here to Help!

Evaluations Team

📞 650.949.7325

✉️ evaluations@fhda.edu

🏛️ Student Services Building
8100, Room 8101

1. Have your previous institution electronically transmit your official transcript to fhtranscripts@fhda.edu OR
2. Have your previous institution mail your official transcript to:

FOOTHILL COLLEGE
ADMISSIONS & RECORDS
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022

Once you are eligible and have submitted your official transcript, please use the online form below to submit your request:

[TRANSCRIPT EVALUATION REQUEST](#)
[FORM](#)

Foreign Transcripts

Foothill College does not evaluate foreign transcripts or credentials.

If you have taken college or university classes in another country and are interested in receiving credit for them at Foothill, you will need to have your classes evaluated by an outside evaluator, such as World Education Services (WES). Please visit [approved foreign credential evaluator](#) . Foothill College does not endorse any of these companies but provides their names only as a resource for you.

IF YOU ARE PLANNING TO TRANSFER TO A 4-YEAR COLLEGE OR UNIVERSITY AFTER COMPLETING YOUR STUDIES AT Foothill, YOU MUST BE AWARE THAT YOUR NEXT INSTITUTION WILL DO ITS OWN EVALUATION OF YOUR FOREIGN TRANSCRIPT AND MAY OR MAY NOT AWARD THE SAME CREDIT AS Foothill FOR THE COURSES YOU TOOK OVERSEAS.



To be eligible, students must meet the following:

- Have filed official AP and/or IB Exam transcripts with Admissions & Records

IT IS HIGHLY RECOMMENDED THAT STUDENTS CONSULT WITH A Foothill College Counselor prior to submitting this request to understand the benefits and limitations of AP/IB exam scores. To schedule a counseling appointment: schedule a counseling appointment.

How to submit your official transcripts:

1. Contact College Board (for AP) and/or the International Baccalaureate Institute (for IB) to request they electronically transmit your official transcript(s) to fhtranscripts@fhda.edu OR
2. Contact College Board (for AP) and/or the International Baccalaureate Institute (for IB) to request they mail your official transcript to:

**FOOTHILL COLLEGE
ADMISSIONS & RECORDS
12345 EL MONTE ROAD
LOS ALTOS HILLS, CA 94022**

Once you have filed your official AP and/or IB Exam Transcript with Admissions and Records, please use our online form below to submit your request.

**[AP/IB TRANSCRIPT EVALUATION
REQUEST FORM](#)**

Resources

- **Transfer Equivalency System (TES):** use this as a tool to help assess which credits earned from previous college-level regionally accredited institution will transfer to Foothill College. It is important to note that TES is used as an initial tool for providing you with an unofficial transfer evaluation and does not replace an official transcript evaluation, so it is strongly advised to meet with a counselor to help determine how your transfer credits apply to your degree plan: [Transfer Equivalency System](#).
- **Foreign Credential Evaluator List:** recommended third-party foreign transcript evaluations service providers: [CLICK HERE](#).
- **AP/IB Exam List & Policies:** use to view eligible exam and scores accepted for credit: *2022-2023 Foothill College Catalog, under Academic Policies, click on College Credit for Advanced Placement (AP)*.

FAQS



Coming Soon...

Processing Time

- Once we have received your request. It will be process in the order received.
- Please allow up to **45 days** from the time of submitting for it to be processed before attempting to register.
- If you have questions regarding your transcript evaluation please email evaluations@fhda.edu.