



INTERNATIONAL TRANSCRIPT EVALUATIONS

MBA candidates who have earned a degree(s) from an institution(s) outside the United States must submit official third-party transcript evaluations from a firm that is affiliated with one of the following organizations. LFGSM accepts third party transcript evaluations from organizations that are members of any of the following associations:

1. Association of International Credential Evaluators, Inc. (AICE) at www.aice-eval.org
2. National Association of Credential Evaluation Services (NACES) at www.naces.org
3. American Association of Collegiate Registrars and Admissions Officers, Office of International Services (AACRAO-OIES) at www.aacrao.org/credential/

Degrees from accredited institutions in the UK and Canada may not require a third party evaluation. Candidates with a three-year international degree from an accredited institution will be considered on a case-by-case basis. Please contact an Admissions Representative with any questions about third-party evaluations.

Following are some commonly asked transcript evaluation questions.

Q. What type of evaluation will I need?

A. The type of transcript evaluation required is a Document-by-Document general evaluation.

Q. What type of academic documentation do I need to submit for my transcripts evaluation?

A. The documentation required varies by type of evaluation and by organization. Some organizations will accept original documentation that are in your possession, while others require original documentation sent directly from your home school. Before you engage in a transcript evaluation service, it is recommended that you verify with the organization the exact documentation required for the type of evaluation you are requesting.

Q. What fees will I incur?

A. There is no standard fee for transcript evaluation. Fees vary by organization. The rate structures for the type of evaluation requested and the timing of evaluation completion also vary. Most organization charges additional fees for rush orders and some have charges for the translation of the original documentation. Be sure to understand all related fees before you engage the services of an organization.

Q. How long will my transcript evaluation take?

A. The length of time for evaluation often depends on the type of documentation required. If the required documentation must come directly from your home school, the process could take more than a couple of weeks because of time needed to contact your home school, to request the required documentation, and to have your home school process and send the documentation. If the organization you work with will accept documentation that are in your possession, the process could be done as quickly as one week. It is highly recommended you start this process early.

Q. What if I've had my transcripts evaluated?

A. For MBA candidates who already have a third-party evaluation completed, LFGSM will review these instances on a case-by-case basis and determine if the transcript evaluator has credentials similar to the organizations listed above. If so, the evaluation would be accepted by LFGSM. If not, the MBA candidate must have an additional evaluation completed by a firm that is affiliated with one of the organizations listed above.