

## **Requirements for Evaluation of Programs Completed Outside of the United States**

The following additional requirements must be met if any college-level coursework has been completed outside of the United States. A completed, original foreign evaluation must be submitted with your application. All incomplete packets will be returned.

### **I. AN ORIGINAL FOREIGN EVALUATION**

Your transcripts must be evaluated by an agency that is capable of determining the country's educational system where your coursework was completed. The agencies that have been approved to provide foreign evaluation services are listed on Page 2. You must request an evaluation from one of these agencies.

A credential evaluation report, including an equivalency summary is necessary. A course-by-course evaluation including the equivalency in U.S. semester credit hours and U.S. grade equivalents is also necessary. The Department must be able to determine eligibility for licensure/certification from the evaluation report. Content of the report must include:

- A summary of the degree equivalency (if applicable)
- Course-by-course analysis, including course levels and grades
- Overall GPA (based on the 4.0 scale)
- Practice teaching in the area of specialty (if applicable)

### **II. SOCIAL SECURITY NUMBER ISSUED BY THE U.S. SOCIAL SECURITY ADMINISTRATION**

For information on obtaining a social security number, call the Social Security Administration at 1-800-772-1213. For TTY users, you may call 1-800-325-0778. Social security information is now available online at [www.ssa.gov](http://www.ssa.gov)

**Please be aware that your application for certification in no way implies/guarantees a job offer. It is to your advantage to contact an Alaska school district for information regarding hiring requirements [http://www.eed.state.ak.us/Alaskan\\_Schools/public/home.html](http://www.eed.state.ak.us/Alaskan_Schools/public/home.html) .**

**Fees are non-refundable. If the Department determines certification cannot be granted, we cannot refund fees.**

**These requirements apply to renewal and/or recency credits earned at foreign institutions or requests for additional endorsements based on completion of programs outside the United States.**



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