

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

The following additional requirements must be met if your teacher education, administrative, and/or special services program was completed outside of the United States. A completed foreign evaluation and a letter from the Ministry of Education 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. A detailed report is required for the Department of Education to be able to determine if an equivalent teacher education program has been completed. 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. A LETTER FROM THE MINISTRY OF EDUCATION**

A letter from the Ministry of Education from the country where you completed your teacher education training must be submitted on official letterhead. The letter must be written by an official having authorization to attest to institutional recognition and include a typed contact name, telephone number, fax number, email contact information, and written signature. The letter must also confirm the following information:

- The institution where you completed your teacher education training is an institution authorized under the foreign jurisdiction to offer such training.
- Your teaching license is in good standing
- You are not the subject of any inquiry, review or investigation in connection with alleged misconduct
- There is no type of disciplinary or adverse action now pending against any credentials you held or currently hold.
- You have never had any credential suspended, revoked, denied or otherwise rejected for cause.

### **III. 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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