

UC San Diego, Extended Studies – Education Programs

Foreign Transcript Evaluation Requirements

Official transcript evaluations are required in lieu of a transcript directly for degrees received abroad. Those evaluations need to come from a CTC approved transcript evaluation company:

[https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635))

- Evaluation must verify a degree earned and an overall grade point average.
 - This is often called a “Detailed Report” or “Course-by-Course Report”.

To be considered official we can accept your transcript evaluation in the following ways:

1. We accept official electronic transcript evaluations sent directly to us by the evaluation company to the following email address: submittranscript-debs@ucsd.edu
 - A forward from the candidate is considered unofficial and will not be accepted.
 - The email address above will need to be **typed in**. Choosing “UCSD” from a drop-down menu will result in the evaluation going to the incorrect department within UCSD and we will be unable to retrieve it.

2. We accept official paper transcript evaluations mailed to:

UC San Diego Extended Studies, Education
9500 Gilman Drive #0172-E
La Jolla, CA 92093-0172

- It must be in the original sealed envelope as sent out by the transcript evaluation company to be considered official. A paper transcript evaluation received with that official seal broken is considered unofficial and will not be accepted.
- Please make sure the entire department code is included as written: “#0172-E”. If that zero is omitted, your envelope will not reach our department.
- It is recommended that all mailed items include a tracking number to verify delivery.

3. If your employer has an official copy of your transcript evaluation on file with them, we can also accept a forwarded copy from them **if they stamp and sign each page they send us** (to confirm they have the original on file).
 - They need to send us that copy directly to submittranscript-debs@ucsd.edu.
 - A forward from the candidate is considered unofficial and will not be accepted.

Please reach out to unexeduc@ucsd.edu with any questions regarding transcript evaluations.