



## PRINCE GEORGE'S COMMUNITY COLLEGE

### TRANSFER EVALUATION PROCESS FOR NON U.S. COURSEWORK

Any student who wishes to have an evaluation of coursework completed at an institution located outside the United States must have a full course-by-course evaluation of their transcripts completed by a recognized credential evaluation service. The College recommends, World Education Services(WES) and Josef Silny & Associates, Incorporated. If you plan to transfer to another college after this one, you should check with the institution to make sure your evaluation will be accepted there as well. Otherwise, you may find that you will need to pay for a second evaluation in the future.

**You must have the evaluation service send the official evaluation results to Prince George's Community College. We will not accept it from another college.** In the meantime, you must complete the College's Request for Evaluation Form" which is available online through your Owl Link account, and as a PDF at [www.pgcc.edu](http://www.pgcc.edu), or a paper format at any campus location.

Once we have received your evaluation, the College will assess the degree to which the recommendations regarding transfer credit fit into the program of study in which you are enrolled and then make a determination of actual transfer credit to be awarded. You will receive an email notification upon completion of your evaluation results. Please note that the ultimate decision regarding transferability of coursework rests with the college, not with the evaluation service. We reserve the right to deviate from their recommendations based upon your program of study, your grades, or college policy regarding specific types of credit sources.

**World Education Services**  
**Bowling Green Station**  
**P.O. Box 5087**  
**New York, NY 10274-5087**  
**1.212.966.6311**  
[www.wes.org](http://www.wes.org)

**Josef Silny & Associates Incorporated**  
**Education Consultants**  
**7101 SW 102 Avenue**  
**Miami, FL 33173**  
**305.273.1616**  
[www.jsilny.com](http://www.jsilny.com)

The evaluation service you choose must send the completed evaluation results to the address below. Please contact us on [transfercredit@pgcc.edu](mailto:transfercredit@pgcc.edu) with any questions.

**Prince George's Community College**  
**301 Largo RD**  
**Largo, MD 20774**  
**301.546.0820**