

# Transfer Information for International Students

Students pursuing a degree through Continuing Studies at UMass Lowell who would like to transfer college credits earned outside the U.S. need to contact the Center for Educational Documentation (CED) to have their credits evaluated for potential transfer credit. The Center for Educational Documentation (CED) provides UMass Lowell with professional assistance in interpreting the educational background of persons educated abroad.

The information we have provided below is designed to help guide students through the process, but we strongly advise that students check directly with the CED for the most up-to-date information regarding regulations, requirements, restrictions, forms, and applicable fees.

## Center for Educational Documentation, Inc.

PO Box 170116, Boston, MA 02117

Phone: (617) 338-7171

Fax: (617) 338-7101

Email: [info@cedevaluations.com](mailto:info@cedevaluations.com)

<http://www.cedevaluations.com>

## The Process

Applicants must submit the following by mail to the Center for Educational Documentation (CED):

### 1 A completed Credential Evaluation Request Form (available on CED's website)

When you submit the form to CED along with your other documentation, you must indicate that the completed evaluation be mailed to:

University of Massachusetts Lowell  
Admissions Office/Continuing Studies and Corporate Education  
Dugan Hall, Room 110  
883 Broadway Street  
Lowell, MA 01854-5104

### 2 Documentation to support the earning of credits

The documents needed to prepare an evaluation depend on the purpose and use of the evaluation, but generally include:

- Diplomas, degrees and certificates
- Transcripts, study books, course and grade listings, or course syllabi
- Program outlines or course descriptions as needed
- Notice of certification (e.g., teacher, accountant)

Original documents or legible, notarized copies of original documents showing the stamp or seal of the institution should be submitted. CED reserves the right to request original documents as needed. They should be sent to CED by certified mail. To have your documents returned by certified mail, an additional shipping and handling charge is required; please refer to the CED website for up-to-date cost and procedure.

Translations certified by Consulate, Embassy, Notary Public or Translation Service must be provided together with the documents in the original language for documents in languages other than English.

Evaluations are not prepared until the complete documentation and all necessary supporting material is received. If additional information is needed to supplement materials submitted, CED will contact the applicant to inform them of any additional documentation required.

### 3 Application fee and other fees as required

The fee depends on the type and complexity of the evaluation and is indicated on the CED Credential Evaluation Request Form. Please refer to the CED for any applicable additional fees and fee policies.

**The transcript evaluation, once completed by the CED, will be mailed to Continuing Studies and a copy will be sent to the applicant. A Continuing Studies program coordinator then evaluates which credits will transfer and an evaluation worksheet will be sent to you.**



## University of Massachusetts Lowell

Admissions Office/Continuing Studies and Corporate Education

Dugan Hall, Room 110

883 Broadway Street

Lowell, MA 01854-5104

Phone: (978) 934-2474 Email: [Continuing\\_Education@uml.edu](mailto:Continuing_Education@uml.edu)

<http://continuinged.uml.edu/>