



Transfer Evaluations Office

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www.brooklyn.cuny.edu/teo

After a careful review of your transcripts from your prior international college(s), it has been determined that we need additional information to evaluate your transfer credits.

Please choose any of the evaluation agencies below:

1. Josef Silny & Associates, INC, International Education Consultants www.jsilny.org
2. Transcript Research www.transcriptresearch.com
3. Evaluation Service, Inc. www.evaluationservice.net

If you use one of the above evaluation services, you must request that the service provide the evaluation as described below:

Agency will need an official course-by-course evaluation report which includes a GPA based on all secondary school course work and any external examination certificates earned and an official course-by-course evaluation report which includes a GPA based on all university course work. **Be sure to request that the evaluation service includes certified copies of all documentation used for the evaluation.**

Once you are in position of these documents, please submit a certified copy of the evaluation to the Transfer Evaluation Office and submit or e-mail (in the subject line of the e-mail, please write "Course Descriptions and Documents") Course descriptions. With the course descriptions submitted, the Transfer Evaluation Office will be attempting to retrieve, on your behalf, the equivalence for the course (s) listed as 9999R.

If you have any questions, feel free to call the Transfer Student Services Center at (718) 951-5263 or email us at tcevaluation@brooklyn.cuny.edu

Thank you.

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