Rapid-fire Credential Evaluation: How to quickly assess international educational credentials

Kenneth Warren
President
Educational Perspectives, nfp

Introduction

- Develop a system
  - Assess your current practices and work-flow
  - Are you over-handling files?
  - Assessing your volume – do you need to 'batch' process?

Best practices

- Using specialists
  - External resources
  - Internal resources
  - Documentation specialists

Best practices

- External resources: advisors, credential evaluators, in-country specialists in international education
- Internal resources: colleagues, faculty, publications, resource library, etc…
- Documentation specialists: creating the role of the documentation specialist

Documentation Specialists

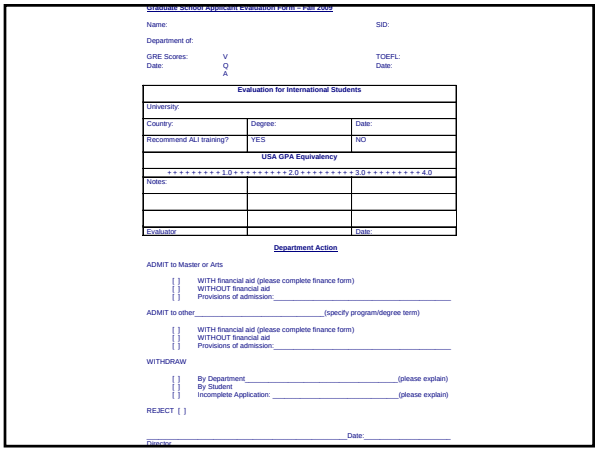
- What does a documentation specialist do?
  - Reviews files for 'completeness'
  - Requests missing documentation
  - Manages student application files

Why have a specialist???

- Eliminates multiple handling of files
- Keeps incomplete files out of the decision process
- Organizes files for admission decisions

Organizing your files

- Consider using an applicant evaluation cover sheet (see example)
- Organize by country and evaluate in country order
- Deal with exceptions separately



Graduate School Applicant Evaluation Form – Fall 2009

Name: SID:

Department of:

GRE Scores: V Q A TOEFL:
Date: Date:

Evaluation for International Students		
University:		
Country:	Degree:	Date:
Recommend ALI training?	YES	NO
USA GPA Equivalency		
+ + + + + + + + + 1.0 + + + + + + + + + 2.0 + + + + + + + + + 3.0 + + + + + + + + + 4.0		
Notes:		
Evaluator		Date:

Department Action

ADMIT to Master or Arts

[ ] WITH financial aid (please complete finance form)
[ ] WITHOUT financial aid
[ ] Provisions of admission:_____

ADMIT to other_____(specify program/degree term)

[ ] WITH financial aid (please complete finance form)
[ ] WITHOUT financial aid
[ ] Provisions of admission:_____

WITHDRAW

[ ] By Department_____(please explain)
[ ] By Student
[ ] Incomplete Application: _____(please explain)

REJECT [ ]

_____Date:_____
Director

How to 'read' a credential quickly and thoroughly

- 'Reading' credentials
  - Is the document official? Is it a bona fide credential, institution, etc.
  - What level of education does it represent?
    - Do not rely solely on *English* translations…
  - Is it a completion credential or a transcript of incomplete study?
  - Is the degree/diploma equivalent to a US degree in level, scope, and intent?
  - Quality factors: What are the quality indicators? Grades, divisions, standing, etc…?

What is an 'official' credential?

- Has seals, signatures, watermarked paper, masthead, etc…
- An official educational credential is one issued by someone or some entity that has jurisdictional authority over the issuance of official documents

COLLEGE OF ENGINEERING

CERTIFICATE

This is to Certify that:

has Completed the Five - Year Course in the Department of

ELECTRICAL ENGINEERING

and has been awarded the Degree of Bachelor of Engineering in Electrical Engineering (CONTROL) by the Senate.

American University of Asturias

American University of Spain Foundation

Hereby Certifies that

has satisfactorily completed all required courses of study for the degree of

Master of Arts

And thus, upon recommendation of the faculty of the

COLLEGE OF BUSINESS ADMINISTRATION

And by virtue of the authority vested onto the University by the Board of Directors and the District Board of Regents We do confer upon him the credential of

Master of Arts in Business Administration

With all the Rights, Privileges, and Honors Appertaining thereunto

Thomas Martin

Thomas Martin
Registrar

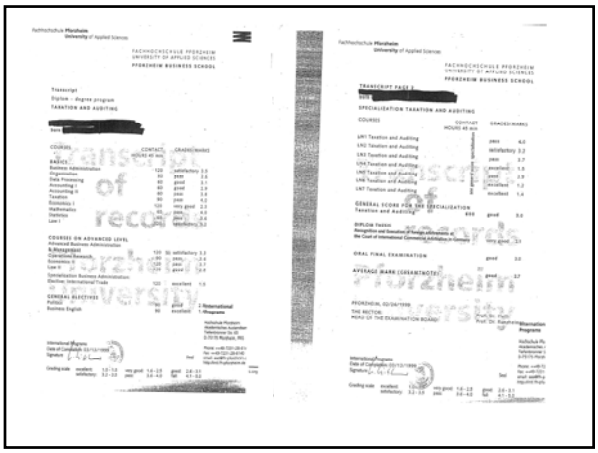
September 1st, 2000

CERTIFICA

CICLO BACHILLERATO

Istituto Statale d'Arte
"E. Mannucci"
ANCONA - JESI - FABRIANO

CERTIFICA

MAESTRO D'ARTE

PROVISIONAL CERTIFICATE