



# Step#01

Request official transcript and course description based on Foreign Education Credentials Required ( AACRAO) with official English translation (if necessary).

## Step#02

Collect official transcript and course description.

# Step#03

Check the accreditation about institutions based on *International Handbook of Universities (International Association of Universities)* and *PIER World Education Series (NAFSA)*. If we can not find any information regarding accreditation based on the above resources, we follow next two steps.

STEP 1: Check Ministry of Education website. If we can not get any information we go to next step.

STEP 2: Contact Advising Center based on *Directory of Overseas Educational Advising Centers* (A joint publication of the U.S. Department of State Bureau of Educational and Cultural Affairs and The College Board.) or OSEAS Liaisons (NAFSA).

# Step#04

Verify the official documents to screen forged documents based on *International Academic Credentials Handbook (AACRAO)*. If we have any questions about the authenticity we follow next steps.

STEP 1: Contact the institution by fax or email based on *International Handbook of Universities (International Association of Universities)*. If we can not get any information we go to next step.

STEP 2: Contact Advising Center based on *Directory of Overseas Educational Advising Centers* (A joint publication of the U.S. Department of State Bureau of Educational and Cultural Affairs and The College Board.) or OSEAS Liaisons (NAFSA).

# Step#05

Check Educational System initially based on *A Guide to Educational Systems Around the World (NAFSA)* to see the equivalency level in the whole picture and follow next two steps.

STEP 1: Check *International Academic Credentials Handbook (AACRAO)* to see recommendation for credit hours and grades. If we can not get any information we go to next step.

STEP 2: Check institution official website to collect further information for required information like grading system or study hours. If we can not get necessary information we go to next step.

STEP 3: Contact AACRO

## Step#06

Send transcript and course description to chairperson of the related department to verify equivalent courses in major area at Troy University, if it is necessary.

# Step#07

Evaluate General Studies  
based on our resource and  
research.



# Step#08

Combine evaluation for major and general studies.

## Step#09

Send the unofficial check sheet to Records Office for final decision

## Step#10

Records office sends an official check sheet to student's Troy University P.O. Box based on their application for evaluation.