

INTERNATIONAL TRANSCRIPT EVALUATIONS

In accordance with Lake Forest Graduate School of Management's (LFGSM) admissions requirements, the school requires submission of official undergraduate and/or graduate academic transcripts as part of the admissions process.

For those MBA candidates that have earned a degree outside the United States, LFGSM requires a third party transcript evaluation for admissions consideration. It is the candidate's responsibility to research organizations that provide such services, to submit transcript information to the organization of choice, and to incur all required fees for the evaluation.

◆ LFGSM accepts third party transcript evaluations from organizations that are members of any of the following associations:

1. Association of International Credential Evaluators, Inc. (AICE) at <http://www.aice-eval.org>
2. National Association of Credential Evaluation Services (NACES) at <http://www.naces.org>
3. American Association of Collegiate Registrars and Admissions Officers, Office of International Services (AACRAO-OIES) at <http://www.aacrao.org/credential/>

Following are some commonly asked transcript evaluation questions....

What type of evaluation will I need?

The type of transcript evaluation required depends upon the type of degree(s) earned and/or the MBA candidate's assessed years of professional work experience. There are two types of evaluations: Course-by-Course and Document-by-Document. Please contact your admissions counselor to determine what type of evaluation you need for MBA admissions.

What type of academic documentation do I need to submit for my transcripts evaluation?

The documentation required varies by type of evaluation and by organization. Some organizations will accept original documentation that are in your possession, while others require original documentation sent directly from your home school. Before you engage in a transcript evaluation service, it is recommended that you verify with the organization the exact documentation required for the type of evaluation you are requesting.

What fees will I occur?

There is no standard fee for transcript evaluation. Fees vary by organization. The rate structures for the type of evaluation requested and the timing of evaluation completion also vary. Most organization charges additional fees for rush orders and some have charges for the translation of the original documentation. Be sure to understand all related fees before you engage the services of an organization.

How long will my transcript evaluation take?

The length of time for evaluation often depends on the type of documentation required. If the required documentation must come directly from your home school, the process could take more than a couple of weeks because of time needed to contact your home school, to request the required documentation, and to have your home school process and send the documentation. If the organization you work with will accept documentation that are in your possession, the process could be done as quickly as one week. It is highly recommended you start this process early.

What if I've had my transcripts evaluated?

For MBA candidates that have had an evaluation completed prior to applying to LFGSM's MBA program, LFGSM will review these instances on a case-by-case basis to determine if we can accept the evaluation. If you have had an evaluation completed, please contact an admission counselor for a review for your completed transcript evaluation.

I would like to speak with a current student or alum that has obtained a transcript evaluation. Can LFGSM put me in touch with someone?

Talking with someone who has recently gone through the process can be helpful. We are happy to connect prospective students with current students. Please contact your admissions counselor to make those arrangements.