

**Credentials Verification for Academic Faculty and Administrative Faculty/Professional Staff
and Required Evaluation of Foreign Educational Transcripts**

It is practice of the College of Southern Nevada that all faculty (including Letter of Appointment Part-Time faculty) within the College shall require a bachelor's degree or appropriate professional experience in lieu of post-secondary education equivalent to such a degree and that all such academic degrees shall have been awarded by regionally accredited institutions. All vacancy announcements or advertisements for faculty and professional staff positions shall include explicit reference to this requirement. This applies to all permanent and temporary faculty appointments.

Applicants who have earned their degrees outside of the United States must have their educational transcripts evaluated by an approved evaluator if their college or university is not listed in the most recent edition of the *Higher Education Directory*, published by Higher Education Publications, Inc. Evaluations of non-U.S. degrees may be obtained from any one of the following entities. Expense of the evaluation shall be borne by the applicant and the evaluation must be forwarded directly to the CSN Division of Human Resources Office, W40E, 6375 West Charleston Blvd., Las Vegas, NV 89146. Questions may be directed to CSN Division of Human Resources at 702-651-5800 or HRcustomerservice@csn.edu

The College of Southern Nevada Accepts Foreign Educational Transcripts from the following vendors:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Mailing Address: AACRAO International Education Services
One Dupont Circle, NW, Suite 520
Washington, DC 20036
Telephone: (202) 296-3359
Fax: (202) 822-3940
Web Page: www.aacrao.org

Center for Applied Research, Evaluation & Education, Inc.

P.O. Box 18358
Anaheim, CA 92817
Telephone: (714) 237-9272
Fax: (714) 237-9279
Web Page: www.iescaree.com

Education Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
Fax: (414) 289-3411
Web Page: www.ece.org

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6100
Web Page: www.wes.org/index.asp

Foundation for International Services, Inc.

505- 5th Avenue South, Suite 101
Edmonds, WA 98020
Telephone: 425-248-2255
Fax: 425-248-2262
Web Page: www.fis-web.com

NOTE TO FOREIGN GRADUATES: Even if your transcripts are printed in English, you still need to have the Foreign Credential Evaluation. We need a translation of the degree program you completed to give us the equivalent to degree programs awarded in the United States.

Consequence for Non-Compliance:

Failure to provide official transcripts verifying degrees obtained within 30 days of the beginning date of employment may result in immediate termination of employment without recourse to any of the provisions of the Nevada System of Higher Education (NSHE) Code, Chapters 5 and 6.

Failure to submit the necessary foreign equivalency document (s) in a timely manner may have an adverse impact on your initial salary placement.

Revised: 9/21/2016