

## Transcript Interpretation and Evaluation

International students applying to the Graduate School of Theology and Ministry are required to provide an official copy of transcripts from all higher education institutions attended. Regardless of whether the institutions relate to the degree program that the student is interested in, **all** international transcripts from **all** international institutions that pertain to the student's educational background and coursework since finishing secondary school are required in order to complete the student's application file. These transcripts must be translated into English (where applicable) and must be evaluated in order to interpret the student's academic qualifications in U.S. educational terms. This translation and evaluation must be completed prior to an application file being submitted to the Graduate Admissions Committee. The professional evaluation service must be NACES approved (more information is available at [www.naces.org](http://www.naces.org)).

ORU's Graduate Admissions Office recommends all international transcripts be evaluated by the World Education Services (WES). WES is NACES approved and a highly respected international academic credential evaluation service. **Graduate Admissions requires that all transcripts be evaluated Course-by-Course (with GPA and course levels).** All costs related to this service will be at the expense of the student applicant. There is typically a one-time charge for the evaluation of all transcripts. The resulting document evaluations may be sent directly to:

ORU Graduate Admissions  
7777 South Lewis Avenue  
Tulsa, OK 74171  
USA

In order for WES to begin an evaluation, the student must provide an English translation (where applicable) of the transcripts. This can be done by doing **one** of the options listed below:

- Creating a word document that parallels the format of the transcript and provides a word-for-word translation
- Asking the institution generating the transcript to provide an English translation
- Utilizing a translation service, such as University Language Services at [www.alsintl.com/university.htm](http://www.alsintl.com/university.htm).

For more information, please visit the WES website at [www.wes.org](http://www.wes.org). To have your transcripts evaluated by WES, simply go to their website, click on *Student?* and then click on *Get a WES Evaluation* in the menu to the left. You may apply online or download an application that can be sent by mail.

Once WES receives your transcripts in English, they will make the evaluation and send their report to the institutions that you have indicated, **so be sure to indicate Oral Roberts University on your WES application.**