

Submitting Transcripts to the Records Office

Send official transcripts verifying you meet the Paralegal Program admission requirements of a completed an Associate of Arts or Science degree, a bachelor's degree, or a master's degree from an accredited post-secondary institution to the Records Office. An Associate of Applied Science degree, or an occupational or vocational degree does not satisfy the educational requirements.

We only accept electronic and mailed deliveries of **official** transcripts:

Electronic Transcripts:

Have your prior institution send electronic transcripts directly to the Records office.

- Please provide your institution the following email address as the destination email address: **dce-records@uci.edu**.
- Official transcripts must come directly from the e-Transcript delivery service (i.e., Parchment Exchange, Credentials Solutions, National Student Clearinghouse, etc.) and not from the student.
- ***Transcripts emailed to other email addresses or emailed directly from students are not accepted.***

Mail transcripts to:

UCI Continuing Education – ATTN: Records Office
510 E Peltason Drive, Suite 4100
Irvine, CA 92697

For questions or issues with transcript submissions, please contact the DCE Records office at dce-records@uci.edu.

International Transcripts:

If you have a degree from another country, we will need an **evaluation report** confirming that the degree you received is equivalent to a bachelor's, or a master's degree in the United States.

International transcripts need to be evaluated based on equivalency to the U.S. bachelor's degree, master's degree or units. Below is a list of suggested international transcript evaluation services.

If you completed your degree at an institution where English was not the primary medium of instruction, you must achieve a minimum total TOEFL score of 80 iBT, with a minimum Writingsub-score of 24 and a Speaking sub-score of 26.

For questions regarding international transcript evaluation reports or TOEFL score requirements please contact the Records office at dce-records@uci.edu.

Suggested International Transcript Evaluation Services:

Submit an **evaluation report** confirming that the degree you received is equivalent to a bachelor's degree in the United States.

<p>Academic Credentials Evaluation Institute, Inc. 9461 Charleville Blvd, Box 188 Beverly Hills, CA 90212</p> <p>(310) 275-3530 Email: acei@acei-global.org www.acei-global.org</p> <p>Application Form (direct link): https://acei-global.org/cba-application</p>	<p>Academic and Professional International Evaluation, Inc. P.O. Box 5787 Los Alamitos, CA 90721-5787</p> <p>(562) 594-6498 Fax: (562) 594-8498 www.apie.org Email: apie@email.msn.com</p>
<p>Academic & Credential Records, Evaluation & Verification Service, Inc. (ACREVS) 1776 Clear Lake Avenue Milpitas, CA 95035-7014</p> <p>(408) 719-0015 (866) 583-4834 Fax: (510) 252-0876 Email: info@acrevs.com www.acrevs.com</p>	<p>American Education Research Corporation, Inc. P.O. Box 996 West Covina, CA 91793-0996</p> <p>(626) 339-4404 Fax: (626) 339-9081 www.aerc-eval.com Email: aerc@verizon.net</p>
<p>Center for Applied Research, Evaluation and Education, Inc. P.O. Box 18358 Anaheim, CA 92817</p> <p>(714) 237-9272 Fax: (714) 237-9279 www.iescaree.com Email: info@iescaree.com</p>	<p>Educational Credential Evaluators, Inc. (Note: approved through July 31, 2021)</p> <p>P.O. Box 514070 Milwaukee, WI 53203-3470</p> <p>(414) 289-3400 Fax: (414) 289-3411 www.ece.org Email: eval@ece.org</p>
<p>Educational Records Evaluation Service 2480 Hilborn Road, Suite #106 Fairfield, CA 94534</p> <p>(707) 759-2866 www.eres.com Email: edu@eres.com</p>	<p>Foreign Credentials Service of America 1910 Justin Lane Austin, Texas 78757-2411</p> <p>(512) 459-8428 or (512) 459-4565 www.foreigncredentials.org Email: info@foreigncredentials.org</p>
<p>Foreign Transcript Evaluation Service P.O. Box 1948 Davis, CA 95616</p> <p>(530) 758-3875 www.ftes.biz Email: ftes1@yahoo.com</p>	<p>Global Education Group, Inc. 2 East Congress Street, Ste 900 Tucson, AZ 85701</p> <p>(520) 202-7800 Fax: (520) 877-7867 www.globaledu.com Email: info@globaledu.com</p>
<p>Global Services Associates 409 North Pacific Coast Highway, # 393 Redondo Beach, CA 90277</p> <p>(310) 828-5709 Fax: (310) 828-5709 www.globaleval.org Email: info@globaleval.org</p>	<p>International Education Research Foundation, Inc. P.O. Box 3665 Culver City, CA 90231-3665</p> <p>(310) 258-9451 Fax: (310) 342-7086 www.ierf.org Email: info@ierf.org</p>

<p>Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Avenue Miami, FL 33173</p> <p>(305) 273-1616 Fax: (305) 273-1338 www.jsilny.org Email: info@jsilny.org</p>	<p>NASBA International Evaluation Services 150 Fourth Avenue N. Suite 850 Nashville, TN 37219</p> <p>(855) 468-5382</p>
<p>One Earth International Credential Evaluations 1360 Regent Street No. 122 Madison, WI 53715</p> <p>(608) 205-8189 Fax: (608) 255-4194 www.oneearthevaluations.org Email: eval@oneearthevaluations.org</p>	<p>World Education Services P.O. Box 5087, Bowling Green Station New York, New York 10274-5087</p> <p>(212) 966-6311 Fax: (212) 739-6100 www.wes.org Email: info@wes.org</p>