

**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](mailto: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](http://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](http://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](http://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](http://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](http://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