



Foreign Transcript Evaluation Report Instructions

A Foreign Transcript Evaluation Report (**FTER**) is required for admissions if your Bachelor's Degree is **NOT** from a U.S. accredited institution. Below are instructions on how to submit a valid FTER:

- The FTER must include a Cumulative Grade Point Average (CGPA) calculation.
- The FTER must be emailed to CiAM at **admissions@ciam.edu** from the evaluation service that you choose.
- If you wish to transfer course-credits from a foreign university to CiAM, then a course-by-course evaluation will be required (the report includes CGPA and a course listing).

How to Choose an Evaluation Agency

Option 1: Please refer to the [NACES](http://www.naces.org) website to select an evaluation agency service. These certified evaluation agencies by NACES (www.naces.org) are NOT associated with CiAM. Applicants are responsible for any processing fees that the evaluation agency service requests.

Option 2: If you happen to choose Foundation for International Services (**FIS**) as your evaluation agency, please refer to the [FIS](http://www.fis-web.com) website. FIS is not associated with CiAM. Applicants are responsible for any processing fees that FIS requests. Below are the instructions:

Step 1: Please refer to [FIS](http://www.fis-web.com) website and select "Individuals"

Step 2: Ensure your FTER includes CGPA calculation (**Required by CiAM**)

Step 3: Request for the FTER to be emailed at **admissions@ciam.edu**

Step 4: Follow up with FIS and CiAM Office of Admissions to ensure your FTER has been delivered.

Step 5: For information, please email FIS at info@fis-web.com