

# Foreign Transcript Evaluation Report Instructions

In order to be eligible for admission, students must provide an official transcript for a Bachelors, Masters or Doctoral degree

A Foreign Transcript Evaluation Report (FTER) is required if the Transcript provided to CIAM is from outside of the United States

The FTER must include a Cumulative Grade Point Average (CGPA) calculation.

If you wish to transfer course-credits from a foreign university to CIAM, then you must request course-by-course evaluation.

The FTER must be emailed to CIAM at [admissions@ciam.edu](mailto:admissions@ciam.edu) directly from the evaluation service that you choose.

## How to Choose an Evaluation Agency

CIAM will accept transcript evaluations from any agency that is a member of the National Association of Credential Evaluation Services (NACES).

Please find a listing of NACES-approved members here:

<https://www.naces.org/members>

Applicants are responsible for all fees related to the service provider.



**California Institute of  
Advanced Management**

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