

**Guidelines for evaluating academic record received from
Non-U.S institutions**

1. A foreign credential evaluating body must assess and evaluate the academic record received from non U.S institution for a transfer student considered for admission to the programs at NUQ.
2. Fees are applicable for evaluation by agencies and the requirements and the time taken to evaluate may vary by agency.
3. NUQ Recommended agencies are: -

Educational Credential Evaluators, Inc. PO Box 514070, Milwaukee, WI 53203-3470	Telephone: 414-289-3400 Fax: 414-289-3411 Email: eval@ece.org Web site: https://www.ece.org
World Education Services, Inc. P.O. Box 5087 Bowling Green Station New York, New York 10274-5087	Telephone: (202) 331-2925 Fax: (212) 739-6100 Email: info@wes.org Web site: http://wes.org

4. Transfer students should make arrangements with one of the credential evaluation agencies for evaluating the coursework completed at the institution outside of the U.S.
5. Work must be in a curricular area generally recognized for credit at Northwestern.
6. Transfer credit evaluated by such a body will be accepted by NUQ and **only applicable** courses will be recorded on the student transcript.
7. Transfer credit accepted from another institution will be reflected on the Northwestern University transcript with a grade of "T", not the actual grade received at the other institution. The "T" grade will not be used in calculating the Northwestern GPA.
8. Only courses in which the student earns a grade of "C" or better will be considered for transfer credit evaluation.
9. No transfer of credit is allowed for grades of "P" or "S".
10. No transfer of credit is allowed for courses worth less than two "2" semester hours.
11. The required evaluation type is the "**Course by Course evaluation report**".
12. Upon the completion of the evaluation process through the credential evaluation agency, the evaluation report must be sent to Northwestern University in Qatar directly on the following address.

Courier Service address Student Records Northwestern University in Qatar Qatar Foundation - Education City Doha, Qatar Telephone: +974 4454-5072	Mailing address Student Records Northwestern University in Qatar P.O. Box 34102 Qatar Foundation - Education City Doha, Qatar
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