

Your Future Begins Here

# EOPS/CARE

## Transcript Instructions:

One of the EOPS eligibility criteria is Title 5, section 56220(c): “Not have completed more than 70 degree-applicable units in any combination of post-secondary higher education institutions.”

If a student self-certifies on EOPS application or the Los Angeles Valley College admissions application that s/he attended another higher education institution, then the student is not eligible for EOPS unless and until the official transcripts have been received and evaluated.

**Official transcripts are needed to make the final determination of eligibility for EOPS.**

If the student attended another college within the Los Angeles Community College District (listed below) EOPS will not need official transcripts because we have access to student records.

East Los Angeles College

Los Angeles Pierce College

Los Angeles City College

Los Angeles Southwest College

Los Angeles Harbor College

Los Angeles Trade-Technical College

Los Angeles Mission College

West Los Angeles College

If the student attended college within the United States, students shall submit their official transcripts by completing the following steps before the EOPS application deadline:

1. Contact your previous colleges/Universities and request that the official transcripts be mailed to:

Los Angeles Valley College  
Attn: Admissions and Records  
5800 Fulton Avenue  
Valley Glen, CA 91401

If your name has changed, and the name on your LAVC application is different from the name on the transcripts being sent, please notify your previous college/University and have them indicate this name change **before** sending the official transcripts. This will help you avoid any delays in processing.

Note: Official transcripts and AP exam scores must be mailed directly to Admissions and Records at LAVC for the Graduation office to certify and evaluate. Hand-carried transcripts/scores are not accepted by EOPS.

2. Verify that transcripts have been received and processed. Contact Admissions and Records (818) 947-2553 no fewer than 7-10 days from the date you requested transcripts to be sent to verify that they have been received and processed. Once receipt has been confirmed, call the EOPS Office at (818) 947-2432 to let us know that the transcripts have been received by Los Angeles Valley College.

EOPS/CARE  
Student Services Center, 2<sup>nd</sup> Floor  
(818) 947-2432  
lavc.edu/eops

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If the student attended college outside of the United States, the transcripts must be evaluated by a third-party evaluator listed below. Students should request a detailed equivalency report that includes course title, semester unit equivalency, and letter grade student earned. This evaluation shall be submitted as described in steps 1 and 2 on the reverse. If the student is from a war-torn country and transcripts are not available because the institution was destroyed, the EOPS Office will make an exception for extreme situations on a case-by-case basis. Documentation will be necessary. In considering these cases, the EOPS Office will consult with evaluation agencies to determine the status of the availability of transcripts from particular countries.

#### Local Agencies:

International Education Research Foundation  
Credentials Evaluation Service  
P.O. Box 3665  
Culver City, CA 90231-3665  
Telephone: (310) 258-9451  
E-mail: [info@ier.org](mailto:info@ier.org)  
Web site: [www.ier.org](http://www.ier.org)

American Education Research Corporation  
P.O. Box 996  
West Covina, CA 91793-0996  
Telephone: (626) 339-4404  
Fax: (626) 339-9081  
E-mail: [infij@ier.org](mailto:infij@ier.org)  
Web site: [www.aerc-eval.com](http://www.aerc-eval.com)

Center for Applied Research, Evaluation, and Education, Inc.  
International Evaluation Service Formerly Indochinese  
Evaluation Services  
P.O. Box 20348  
Long Beach, CA 90801  
Telephone: (714) 237-9272 or (714) 237-9276

Academic & Professional International  
Evaluations, Inc.  
P.O. Box 5787  
Los Alamitos, CA 90721-5787  
Telephone: (562) 594-6498  
Fax: (562) 594-8498

Academic Credentials Evaluation Institute  
P.O. Box 6908  
Beverly Hills, CA 90212  
Telephone: (310) 275-3530 or (800) 234-1597  
Fax: (310) 275-3528  
Web site: [www.aceil.com](http://www.aceil.com)

#### Other California Agencies:

Educational Records Evaluation Service  
601 University Avenue, Suite 127  
Sacramento, CA 95825  
Telephone: (916) 921-0790  
Fax: (916) 921-0793  
E-mail: [edu@eres.com](mailto:edu@eres.com)  
Web site: [www.eres.com](http://www.eres.com)

Institute for International Credentials Evaluations at California  
State University, Fresno  
5150 North Maple Avenue, MIS 56  
Joyal Administration, Room 211  
California State University, Fresno  
Fresno, CA 93740-8026  
Telephone: (559) 278-7622  
Fax: (559) 278-7879  
E-mail: [iicecsufresno@cvip.net](mailto:iicecsufresno@cvip.net)

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Student Services Center, 2<sup>nd</sup> Floor  
(818) 947-2432  
[lavc.edu/eops](http://lavc.edu/eops)