

Miami-Dade County Public Schools

Foreign Records Department

Frequently Asked Questions

Support for Foreign Adult Document Evaluation Services

Foreign Adult Document Evaluation Services

Does Miami-Dade County Public Schools (M-DCPS) offer foreign student high school diploma evaluation?

Yes. The M-DCPS Foreign Records Department offers the interpretation and evaluation of the foreign student high school diploma equivalency to the U.S. high school diploma. Our department provides the schools and agencies requesting evaluation services with an accurate and true conversion of the foreign academic credentials.

What is the purpose of having a foreign country high school diploma evaluated?

Since educational systems vary from country to country and there are many challenges in understanding what educational records to submit when applying for admissions to a college or job, the adult international student must have his or her educational credentials accurately evaluated by trained personnel in order to comply with the requirements of educational institutions or agencies requesting this service.

Who can benefit from having their high school academic credentials evaluated?

Adult international students who have the original high school diploma from their home countries can benefit if they wish to:

- Continue their education in [M-DCPS Adult & Career Technical Education Centers](#) or other educational institutions that request high school diploma evaluations.
- Apply for a job at a public or private institution that requests the verification of the employee high school diploma.

What documents should an adult international student provide when requesting the evaluation of his or her high school diploma?

The adult international student should provide a clear and legible original high school diploma, certificate or its equivalent.

What general steps must an adult international student follow in order to comply with the standards and procedures required for the evaluation of their foreign country high school diploma or equivalent?

The adult international student must:

- Provide a clear and legible original high school diploma, certificate, and/or academic transcript.
- Provide a valid identification card (i.e., driver's license, passport.)
- Submit the completed and signed [M-DCPS FM-7291 Document Evaluation Services Application](#).
- Provide a \$40.00 USD fee in the form of money order payable to Miami-Dade County Public Schools.

Are original records returned to the adult international student?

Yes, original records are returned to the adult international student.

Will official transcripts be accepted in lieu of an original diploma or certificate?

Yes. Original transcripts will be accepted if they are officially notarized and certified as true copies by the issuing school.

Are duplicate documents accepted in lieu of the original diploma or certificate?

Yes. Original duplicate of diplomas, certificates or its equivalents will be accepted if they are officially notarized and certified as true copies by the foreign country's ministry of education.

Does the Foreign Records Department evaluate higher education diplomas or transcripts?

No. The staff at the Foreign Records Department only evaluates high school diplomas from foreign countries.

Does the Foreign Records Department evaluate U. S. high school diplomas or transcripts?

No. The staff at the Foreign Records Department only evaluates high school diplomas from foreign countries.

Must all foreign country documents be translated into English?

No. If the evaluator deems that it is necessary, he or she will request that the original document or documents be translated into English by a certified professional.

Where can an adult international student find more information regarding the foreign student academic records evaluation?

An adult international student can find more information by electronically accessing the [Federal and State Compliance Office](#) webpage.

Does M-DCPS have an application for Document Evaluation Services?

Yes. The adult international student can electronically access the application at the following link: [M-DCPS FM-7291 Document Evaluation Services Application](#).

Are there specific service hours for the evaluation of the adult foreign records?

Yes. The service hours for the adult document evaluation are Monday through Thursday from 9:00-11:00 a.m. and 12:30-3:00 p.m. and by appointment only.

Is M-DCPS in the obligation of evaluating all foreign country high school credentials presented by the adult international student?

No. The M-DCPS Foreign Records Department reserves the right to deny the evaluation upon suspicion of document fraud or invalidity.

Is there a fee for the foreign document evaluation service?

Yes. The evaluation fee is \$40.00 USD and if an adult international student wishes to request additional duplicate original documents, he or she must pay \$10.00 USD for each copy.

What types of payments are accepted by M-DCPS?

M-DCPS only accepts money orders payable to Miami-Dade County Public Schools. In order to avoid confusion, we suggest that the adult international student bring the money order blank, and it will be filled out in the office at the time of the evaluation.

For how long does the M-DCPS Foreign Records Department retain the evaluated documents?

The Foreign Records Department retains a copy of the adult international student documentation for one year.