1. Acceptable evaluation agencies include:

<table>
<thead>
<tr>
<th>Educational Credential Evaluators, Inc.</th>
<th>Educational Perspectives</th>
<th>World Education Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 514070</td>
<td>P.O. Box A3462</td>
<td>P.O. Box 5087</td>
</tr>
<tr>
<td>Milwaukee, WI 53203-3470</td>
<td>Chicago, IL 60690-3462</td>
<td>New York, NY 10274-5087</td>
</tr>
<tr>
<td>Tel: 414-289-3400</td>
<td>Tel: 312-421-9300</td>
<td>Tel: 212-966-6311</td>
</tr>
<tr>
<td>web site: <a href="http://www.ece.org">www.ece.org</a></td>
<td>Fax: 312-421-9353</td>
<td>Fax: 212-739-6100</td>
</tr>
<tr>
<td>email: <a href="mailto:eval@ece.org">eval@ece.org</a></td>
<td>web site: <a href="http://www.edperspective.org">www.edperspective.org</a></td>
<td>web site: <a href="http://www.wes.org">www.wes.org</a></td>
</tr>
</tbody>
</table>

Course-by-Course Evaluation: $160  
Detailed Report: $160  
Course-by-Course Evaluation: $205

2. Complete application and mail it to the agency.

Print the agency’s application from their web site. Request a “detailed report” or “course by course” evaluation on the application. The application will state what materials to include. The application or web site should state how long you will need to wait. Some evaluations may take two months or more. On the application request that the evaluation results be sent to:

Registrar’s Office  
Butler Community College  
901 S. Haverhill Rd.  
El Dorado, KS 67042

3. Wait the estimated amount of time.

4. Contact a Butler International Advisor.

   Hours: Mon.-Thurs. 9:00AM-5:00PM and Fri. 10:00AM-5PM  
   Randy Bush - rbush@butlercc.edu 316.218.6241  
   Stephany Pracht - spracht@butlercc.edu 316.218.6227

Ask if the evaluation has been received and how the credits are accepted at Butler. These credits will appear on your Pipeline transcript also. Please keep in mind that the credits may be accepted at Butler slightly differently than they appear on the transcript evaluation service’s report. This is determined by the Butler Registrar’s Office.

**Prefer a different evaluation agency?**  
Membership in NACES (National Association of Credential Evaluation Services, www.naces.org) is required for all agencies that submit transcript evaluations to Butler.

Email: international@butlercc.edu  
Phone: (316) 322-3230 or (316) 218-6241 or (316) 218-6227  
Fax: (316) 323-6852  
International Student Office  
Butler Community College  
901 S Haverhill Rd  
El Dorado, Kansas 67042

Revised 3/17