

YOUR WORKING CHECKLIST

Student document handoff: school, translator and evaluator

What should I confirm before sending student records for translation or evaluation?

Get the receiving institution's written requirements before ordering a service. Confirm which record is needed, whether translation or evaluation is requested, who must send it and how delivery is handled. Keep that academic workflow separate from visa issuance and ongoing immigration-status questions.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Identify the institution that will receive the record.
- ☐ Save its current written document requirements.
- ☐ Separate transcript, translation and evaluation deliverables.
- ☐ Ask who must send the document and by which method.
- ☐ Keep school-record and immigration questions separate.
- ☐ Confirm the service scope before ordering.

A little support for your next step.

Eagle Translate has reserved the discount code SUPPORT25 for Immigrant Insider readers, to help immigrants in the United States with document translation costs. Use your reader code when you order. No expiration date. No usage limit.

Reader code: SUPPORT25

<https://eagletranslate.com/>

Check the order total before payment.

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Notes and questions to follow up

Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

DHS Study in the States: Maintaining student status

<https://studyinthestates.dhs.gov/students/maintaining-status>

USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

Immigrant Insider: Editorial policy and verification status

<https://immigrantinsider.com/editorial-policy/>

World Education Services: Credential evaluation report types

<https://www.wes.org/credential-evaluations/wes-evaluation-reports/>

UC Berkeley Graduate Division: Graduate application requirements

<https://grad.berkeley.edu/admissions/application-process/requirements/>

Return to the complete guide

<https://immigrantinsider.com/education/student-document-handoff/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.