

Credential Evaluation: Frequently Asked Questions

Students with schooling that has been completed outside of the United States or Canada are required to submit a credential evaluation report. Below is information about what we need from you in terms of supporting materials.

What Is Credential Evaluation?

Credential evaluation is a process that provides Berklee College of Music with an official report that lists the courses taken, marks received, and honors earned by the applicant in their U.S. equivalents. For example, the report will tell us if an applicant has the equivalent of a U.S. bachelor's degree, or other academic honor(s), and will list the marks received in the standard 4.0 U.S. grading system.

Why Do I Need Credential Evaluation?

Berklee College of Music requires that applicants who have attended schools outside of the U.S. and Canada use a credential evaluation agency to submit a report of their academic equivalency. Documents must be submitted to Berklee College of Music directly from a credential evaluation agency. The supporting materials are used in conjunction to determine whether an applicant is ready for admission to Berklee College of Music.

Note: Academic documents sent directly by the applicant will not be accepted to complete the application, nor can they be returned to the sender.

Can I Just Send a Translation Instead?

No. Credential evaluation and translation are not the same. Part of the credential evaluation process involves checking that the applicant attended the institutions and earned the honors that they have listed. We do not accept international transcripts directly from the applicant, and will not accept a translation to complete an application.

What If My School Has U.S. Accreditation?

If your school has U.S. accreditation then you do not need to submit a credential evaluation for that institution. We will accept transcripts directly from schools that are accredited by the following:

The New England Association of Schools and Colleges
The North Central Association of Colleges and Schools

The Southern Association of Colleges and Schools
The Middle States Association of Colleges and Schools
The Western Association of Schools and Colleges

How Can I Get a Credential Evaluation Report?

Berklee works closely with Educational Credential Evaluators, and we recommend their service. Please visit ece.org for specific information about submission requirements, service timelines, fees, etc.

The credential evaluation process can take several weeks to complete, and we strongly urge you to begin the process as early as possible. Your application will not be complete until we have received credential evaluation reports for all of your academic credentials.

How Do I Submit My Documents to E.C.E.?

Please go to ece.org and click on the "apply now" button. Print out the application and follow the mailing instructions provided. Document requirements vary from country to country. Select your country from the drop-down menu on the "start your evaluation" page for document submission guidelines.

Where do I send my Report?

Valencia Campus Applicants:

Berklee College of Music – Valencia Campus
Palau de les Arts Reina Sofia – Anexo Sur
Avenida Profesor Lopez Piñero, 1
46013 Valencia (Spain)

For Boston Campus Applicants:

Office of Admissions 1140
Boylston Street
Boston, MA 02215

What Type of Report Should I Request?

If you are currently attending secondary school (high school): You will need a course-by-course report for all grades/marks received to date.

If you have completed university, college, or conservatory: You will need a course-by-course report of your university, college, or conservatory

Important. All course-by-course reports must include a grade point average/grade equivalencies (GPA). Please make sure this is included in your report.

Note: In section No. 3 on the ECE application for evaluation, please list "Berklee College of Music" for Boston programs and "Berklee College of Music – Valencia Campus" for Valencia programs as the desired institution. ECE evaluations can be sent to us via postal mail only directly by ECE.

What If I Want to Use Another Company?

Although we highly recommend ECE based on their cost to the applicant, we do accept credential evaluation reports from any of the following companies:

- IERF (ierf.org) or WES (wes.org)

The credential evaluation process can take several weeks to complete, and we strongly urge you to begin the process as early as possible. Your application will not be complete until we have received credential evaluation reports for all of your academic credentials.

Important. All course-by-course reports must include a grade point average/grade equivalencies (GPA). Please make sure this is included in your report.

What If I Have Not Finished college/university?

You must submit a credential evaluation report of all your courses/marks received so far. If you are admitted, you will be required to submit proof of graduation from college/university before attending Berklee.

What If There Are No Grades/Marks Available for a School I Attended?

If, for some reason, there are no grades/marks available from a school you have attended, then we need an official letter from the school or your Ministry of Education indicating that there are no grades available.

When Are My Supporting Materials/the Credential Evaluation Due?

We must receive your credential evaluation by the application deadline. Click to check the [Valencia Campus deadlines](#) or the [Boston Campus deadlines](#).

Can I Audition and Interview Before Sending the Supporting Materials?

No. For all programs, except the two Performance programs, the supporting materials are integral part of the application process and are necessary in determining if you will be offered an invitation to interview. For Performance applicants please submit your supporting materials as soon as possible but you should schedule your audition and interview even if you have not submitted your supporting materials.