



Submitting a foreign credentials evaluation to the  
Texas State Board for Educator Certification  
[www.sbec.state.tx.us](http://www.sbec.state.tx.us)

- \_\_\_ FCSA application <http://www.fcsa.biz/apply.shtml>
- \_\_\_ Photocopies of academic documents. Please include transcript (course listing with grades and credits) and diploma and remember to copy both the back and front of each document.
- \_\_\_ Certified English translations, if necessary. If your documents are in Spanish, you may translate them yourself.
- \_\_\_ Fee for a detailed evaluation (\$110 payable by check, credit card or money order)

If you are licensed to teach in your home country, you also need to submit:

- \_\_\_ Teaching license or equivalent
- \_\_\_ Statement of good standing in the teaching profession in your home country.

Evaluations will be completed about two weeks after file is complete.  
Rush service is available. Please see application for fee schedule and mailing options.

Foreign Credentials Service of America  
1910 Justin Lane  
Austin, TX 78757-2411

*www.fcsa.biz info@fcsa.biz*  
*512-459-8428*