



Preliminary TCEs for Transfer Students and Dix Scholars

To better assist you in your transfer to Simmons, we will provide you with a preliminary transfer credit evaluation (TCE) upon your request. Please follow the procedure listed below:

1. Send your official, unopened transcripts from **all** of the colleges/universities you have attended to:

**Simmons University
Office of Undergraduate Admission
300 The Fenway
Boston, MA 02115**

Electronic transcripts may be sent to ugadm@simmons.edu. They must be sent directly from the college and not forwarded by you.

2. Email ugadm@simmons.edu to request that a preliminary TCE be completed for you. Be sure to list all of the schools that you have attended on the request
3. Once your transcripts have arrived, they will be evaluated by the Registrar's Office. The TCE will be emailed to you within a few weeks.
4. Your official transcripts and TCE will remain on file for two years. They will become part of your Simmons application if you choose to apply.

Non-US transcripts must be translated and evaluated before being sent to Simmons. We accept credential evaluations from services such as the Center for Educational Documentation (cedevaluations.com), World Education Services (wes.org), and Education Credential Evaluators (ece.org).

If you would like to check on the transferability of a single course, you do not need to go through the full TCE process! You can simply email transfercredit@simmons.edu to ask. Include the institution, course name and code, number of credits, and official course description in your email.