Applicants with Foreign Transcripts

1. **Do not apply** to the SFSU CLS Internship Program until Laboratory Field Services (LFS) has reviewed your transcripts. This California agency will determine if you have met the prerequisite course requirements. If they do, you will receive a CLS trainee license. If they do not, you will receive a form letter listing the missing courses. When you have finished those courses, send the transcripts to LFS. You will then receive a CLS trainee license.

The LFS application link is: [https://secure.cps.ca.gov/cltreg/cls_trainee_info.asp](https://secure.cps.ca.gov/cltreg/cls_trainee_info.asp)

Laboratory Field Services requires non-U.S. educational transcripts to be evaluated (course-by-course) by the Association of Collegiate Registrars and Admissions Officers (AACRAO).

AACRAO (American Association of Collegiate Registrars and Admissions Officers)
International Education Services
One Dupont Circle NW, Suite 520
Washington, DC  20036
202-296-3359

[http://www.aacrao.org/international/foreignEdCred.cfm](http://www.aacrao.org/international/foreignEdCred.cfm)

2. **You may apply** to the CLS Internship Program when you either have a CLS trainee license or you have completed **ALL** the prerequisite courses and expect to get a CLS trainee license.

3. When applying to the program, include a copy of your CLS Trainee license or a copy of the LFS form letter that lists the missing prerequisite courses. Also include your AACRAO transcripts and transcripts of your completed prerequisite courses.

4. Apply to the SFSU Graduate Division at the same time you apply to the CLS program. The Graduate Division requires the following documents to apply to the university:

   a) Original foreign transcripts.

   b) A TOEFL test that has been taken within the 2 years prior to application.

   The minimum TOEFL (Test of English as a Foreign Language) score is 550 (or 213 for the computer-based test) for students whose native language is not English or as required by the SFSU Graduate Division.