

**IF YOU WOULD LIKE A PRE-EVALUATION OF YOUR COLLEGE TRANSCRIPTS TO DETERMINE IF YOU ARE MEETING OR HAVE MET THE EDUCATION REQUIREMENTS TO SIT FOR THE CPA EXAM AS A KANSAS CANDIDATE, OR FOR A TRANSFER OF GRADES, PLEASE SUBMIT THE FOLLOWING TO THE BOARD OF ACCOUNTANCY:**

1. COPY OF YOUR HIGH SCHOOL TRANSCRIPT. (NOTE: IF YOU DID NOT TAKE ANY ADVANCED PLACEMENT COURSES IN HIGH SCHOOL, YOU DO NOT NEED TO SEND A COPY OF YOUR HIGH SCHOOL TRANSCRIPT.)
2. PHOTOCOPIES OF OFFICIAL COLLEGE TRANSCRIPTS FOR ALL COLLEGES ATTENDED (DO NOT SEND ORIGINALS). (IF YOU ATTENDED AN OUT OF STATE COLLEGE, PLEASE PROVIDE COPIES OF BOTH SIDES OF THE TRANSCRIPT.)
3. PROVIDE AN E-MAIL ADDRESS, TELEPHONE NUMBER AND MAILING ADDRESS.

**NOTE: ALL FOREIGN TRANSCRIPTS MUST BE EVALUATED BY A FOREIGN CREDENTIALING EVALUATION SERVICE ACCEPTED BY THE BOARD. PLEASE CONTACT THE BOARD OFFICE FOR A LISTING OF ACCEPTABLE FOREIGN EVALUATION SERVICES. THE EVALUATION IS REQUIRED TO BE A COURSE BY COURSE SPECIFIC EVALUATION TO KANSAS REQUIREMENTS.**

**SEND ALL THE INFORMATION IN ONE PACKET TO:**

KANSAS BOARD OF ACCOUNTANCY  
Attention: Executive Director  
900 SW Jackson, Ste. 556  
Topeka, KS 66612-1239

**PLEASE DO NOT EMAIL YOUR TRANSCRIPTS. TRANSCRIPTS WILL NOT BE RETURNED. REGARDLESS OF WHETHER OR NOT YOU HAVE A PRE EVALUATION OF YOUR TRANSCRIPTS, YOU MUST SUBMIT OFFICIAL TRANSCRIPTS WITH YOUR EXAMINATION APPLICATION. IF YOU HAVE ANY QUESTIONS, CONTACT THE EXECUTIVE DIRECTOR AT 785-296-2162, OR BY E-MAIL AT [info@ksboa.ks.gov](mailto:info@ksboa.ks.gov)**