

# REQUEST FOR EVALUATION OF TRANSFER CREDIT

Name:		Student ID # :
Former Names:		Today's Date :
Address :		Phone Number :
City :	State :	Zip code :

Are you applying for Financial Assistance?  YES  NO  
**If YES** –Then you must declare a degree program and submit all prior transcripts for evaluation.

**If NO** – Are you seeking a degree from SCC?  YES  NO  
 (If no, your transcripts will not be evaluated. They will be placed in your file for proof of prerequisites.)

Do you have an application on file at SCC?  YES  NO  
 (If no, your transcripts will not be evaluated until your application for admission is submitted.)

## List the colleges where your transcripts will be coming from:

1:	3:
2:	4:

**To have your transcript evaluated by St. Charles Community College you must have an application on file and a declared degree program.**

St. Charles Community College will only evaluate transcripts which are stamped “**OFFICIAL**”; and are received in the mail directly from an accredited college or university. Hand carried copies of transcripts from students or those stamped “**UNOFFICIAL**” or “**ISSUED TO STUDENT**” will not be evaluated for transfer credit. (These may be submitted for proof of prerequisites only.) An official transcript must be sent directly to SCC from each institution attended. Credits from one school listed on another school’s transcript will not be accepted.

## YOU MUST SUBMIT EACH INDIVIDUAL TRANSCRIPT.

An evaluation will not be completed until all transcripts have been received. A copy of the evaluation will be mailed to the address above, two weeks after St. Charles Community College has received all transcripts. If you are not a degree seeking student, your transcripts will be placed in your file for proof of prerequisites and no evaluation will be mailed.

Student Signature : \_\_\_\_\_ Date : \_\_\_\_\_