Request to Evaluate Official Transcripts

COMPLETE & SUBMIT THIS FORM to Enrollment Services, Bldg 7 for an evaluation of incoming **OFFICIAL** transcripts. *ONLY official transcripts are evaluated.*

PLEASE PRINT CLEARLY

NAME: _____ ctcLink ID: _____
            Last   First   MI   (Required)

PREVIOUS NAME(S): _____ PHONE: (_____)_____

Are you enrolled in TCC classes this term? ____ Yes ____ No
If no, evaluation will be completed **AFTER** enrolled into classes.

Expected Graduation / Completion Date: Term _____ Year _____
(If not sure, please estimate completion date.)

INSTRUCTIONS:

- Student must request official transcripts from other institutions.
- Complete and submit transcript evaluation request form.
  Transcripts are evaluated AFTER a student has registered for at least one quarter at TCC.
- Check Student Center (Admissions tab) for verification that transcripts have arrived. If received, schools will be listed under "External Education" as Type = **Official** and Action = **Received**. (If necessary, click the green arrow on the left to display details.)
- Submit completed transcript evaluation request to **Enrollment Services** in **Building 7** or electronically to credeval@tacomacc.edu.

    Allow 6 - 8 weeks for the evaluation process, longer during peak graduation periods.
    NOTE: For transcripts submitted at different times, a new evaluation request form is required.

TRANSCRIPTS TO EVALUATE:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

> *Evaluated courses will be posted to ctcLink in Student Center under the Transfer Credit tab.*

_____ _____
Date   Student Signature

A maximum of 60 transfer college level credits will be accepted towards a degree or certificate.

Tacoma Community College does not release or certify copies of transcripts from other institutions. Transcripts submitted to Tacoma Community College are part of the official file and will not be returned to the student.