

Transcript Evaluation Request Form

Name:

Intended Major(s):

Please indicate which evaluation you are requesting below.

☐ **Unofficial Transcript Evaluation**

Directions: Submit a student copy of your transcripts for an unofficial transcript evaluation. All general coursework will be unofficially evaluated. **An Official Transcript Evaluation request must be made for upper level major specific courses (i.e. NUR, EDE).** Unofficial transcript evaluations will be processed in approximately 1 week upon receipt of all official transcripts. International transcripts must be evaluated by an international evaluator before we are able to accept credits.

☐ **Official Transcript Evaluation**

Directions: An admissions application and official transcripts from all regionally accredited colleges/universities must be on file before an official evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts. Official transcript evaluations will be processed in approximately 4 weeks upon receipt of all official transcripts. This process may take longer for certain majors. Evaluations are not processed until all official transcripts are received.

Part I: Personal Information

Name:

Maiden Name:

Address:

City:

State: Zip:

Home Phone:

Cell Phone:

E-mail:

What Majors do you want transcripts evaluated for? (Also include concentration if applicable: (i.e. For Ed. Major, ECE, MCE, AYA, MA, IS)

Part II: Transcript Origins

Please list all accredited colleges/universities from which we should expect transcripts:

(Please attach supporting syllabi and course descriptions for all major specific courses)

Part III: Admissions & Registrar Office Use Only

All Transcripts Received: / /

Notes to Transcript Evaluator:

Date Mailed: / /