



# TRANSCRIPT EVALUATION REQUEST FORM

(For transfer credit from another institution)

(Student, if you wish to have transcripts from another institution – even another VCCS college – evaluated for transfer credit, please complete this form and submit to the Admissions and Advising Center either in person, by faxing to 434.961.5251 or by mailing to: Piedmont Virginia Community College, Admissions and Advising Center, 501 College Drive, Charlottesville, VA 22902.)

## Instructions

1. Request official transcripts from all previously attended institutions, AP Scores, CLEP Scores and military training be sent to PVCC. (Official transcripts are not required from other VCCS schools.) **All transcripts must be received in a sealed envelope from the institution to be considered official.**
2. After official transcripts have been sent to PVCC, complete and submit this form to the Admissions and Advising Center.

**NOTE: An evaluation will not occur until PVCC has received official transcripts from previously attended institutions (excluding VCCS schools) and you must be enrolled in a program of study here at PVCC. Please be aware it may take up to five weeks to complete the evaluation and be posted to your record.**

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Enrolled in a Program? Yes\_\_\_\_ No\_\_\_\_

**Transcripts will be coming from the following (please include any VCCS schools you attended):**

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**If you would like only specific courses transferred in to PVCC, please list the school and course(s) below:**

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**I understand that my transcripts will not be evaluated until I submit official transcripts (excluding VCCS schools) and this form to the Admissions and Advising Center. In addition, I must also be enrolled in a program of study at PVCC.**

**I also understand it is my responsibility to review transfer credit awarded via my MyPVCC account and any questions should be directed to the Registrar’s Office.**

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

Date: \_\_\_\_\_