



TRANSCRIPT EVALUATION REQUEST FORM

(For transfer credit from another institution)

(Student, if you wish to have course work from another institution – even another VCCS college – evaluated for transfer credit, please complete this form and forward to the Welcome Center.)

Instructions

1. After official transcripts have been sent to PVCC, complete and submit this form to the Welcome Center. Official transcripts are needed if course work was taken at a non-VCCS institution.
2. For advanced standing credit, submit official transcripts from AP, CLEP, etc.
3. For an evaluation of military training and experience, submit official transcripts.

NOTE: An evaluation will NOT occur until PVCC has received OFFICIAL transcripts from previously attended colleges and universities (excluding VCCS schools) and you have been accepted into a PVCC program of study.

Name: _____ Student ID Number: _____

VCCS Email: _____ Phone Number: (____) _____

Curriculum: _____

Presently Enrolled: Yes No

List all colleges/universities attended, including VCCS colleges

NOTE: You may be requested to furnish a copy of the course description or syllabus for any course work taken at a college or university listed above.

I understand that my transcripts will not be evaluated for transfer credit until I submit official transcripts (except other VCCS credits) and this form to the Welcome Center.

Student Signature: _____ Date: _____