



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 submit to the Welcome Center either in person, by faxing to 434.961.5425 or by mailing to: Piedmont Virginia Community College, Admissions and Records, 501 College Drive, Charlottesville, VA 22902-7589.)

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: (_____) _____

Program Plan: _____ 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: _____