

## Pre-Admission Transcript Evaluation

This process is for students who have taken any courses at a college or university **outside of the Virginia Community College System (VCCS)** and are unsure if they will transfer to PVCC to satisfy a prerequisite or general education for your desired program.

**To submit your request, you will need to do the following**  
**(follow all steps to avoid delay in your request):**

1. Apply to PVCC through our online portal
2. Email Advising ([advising@pvcc.edu](mailto:advising@pvcc.edu)) including the following information:
  - a. Full name and PVCC ID number
  - b. Program(s) you are applying to and desired application cycle (ex. Fall 2024)
  - c. All unofficial transcripts you wish to be evaluated
  - d. Full name and city/state of the colleges up for review
    - i. Please make sure all grades and courses are legible.
    - ii. Highlight **OR** List the courses up for evaluation.
    - iii. Your name and graduation dates should be visible.

**Please note:** This review does not guarantee the transfer of courses from an outside college or university to PVCC. This process is for application use only.

**Omitted information in your email request will delay your evaluation return time.**

3. Once this request sent, you will receive a confirmation email that is has been submitted. **From the point of confirmation, you will be emailed your evaluation results within 7 business days.** Consider this timeline in comparison to your application deadline.

Once a student has gained admission to the program, they must do the following:

1. Complete an official Transcript Evaluation Request Form through the PVCC Registrar's Office to confirm that all prerequisite and general education course requirements are met. More information can be found here:  
[Official Transcript Evaluation Form](#)

**Please note:** Once admitted if it is determined that a general education course taken at an outside college or university does not meet PVCC transfer requirements, the course may need to be repeated to satisfy the degree.