



Request for Evaluation of Transfer Credit

To have your transcript evaluated by St. Charles Community College you must have an application on file and a declared degree program.

St. Charles Community College will only evaluate transcripts which are stamped "OFFICIAL"; and are received in the mail directly from an accredited college or university. Hand carried copies of transcripts from students or those stamped "**UNOFFICIAL**" or "**ISSUED TO STUDENT**" will not be evaluated for transfer credit. (These may only be submitted for proof of prerequisites only.) An official transcript must be sent directly to SCC from each institution attended. Credits from one school listed on another school's transcript will not be accepted.

YOU MUST SUBMIT EACH INDIVIDUAL TRANSCRIPT.

An evaluation will not be completed until all transcripts have been received. A copy of the evaluation will be mailed to the address below, two weeks after St. Charles Community College has received all transcripts. If you are not a degree seeking student, your transcripts will be placed in your file for proof of prerequisites.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Today's Date: _____

Name: _____
Last First MI

Former Name(s): _____ Social Security or Student #: _____

Address: _____

City: _____ State: _____ Zip: _____

Are you applying for Financial Assistance? Yes _____ No _____.

If **YES** – then you must declare a degree program and submit all prior transcripts for evaluation.

If **NO** – please answer the following questions:

- Are you seeking a degree from SCC? Yes _____ No _____ (if no, your transcripts will not be evaluated. They will be placed in your file for proof of prerequisites.)

- Do you have an application on file at SCC? Yes _____ No _____ (if no, your transcripts will not be evaluated until your application for admission is submitted.)

LIST THE COLLEGES WHERE YOUR TRANSCRIPTS WILL BE COMING FROM:

1. _____ 3. _____

2. _____ 4. _____