Transfer Credit Evaluation Request

Credentials evaluations are processed for students who have previously attended or are currently registered for classes at Everett Community College.

The types of credit Everett C.C. will evaluate are listed below (or on the reverse side of this form).

Official transcript, test scores, and/or other documentation must be on file in Enrollment Services, (or attached to this form.)

There is no fee for a credentials evaluation, except for evaluation type D: Training Records and/or Certification from Business, Industry, Agencies or Academies.

Student Information

First Name __________________________________________ Middle Name __________________________________________
Last Name __________________________________________ Student I.D. number _____________________________
Previous Names (If applicable) __________________________________________________________________________
Email:  _____________________________________________ Telephone ____________________________________
Intended Degree _____________________________________

Have you submitted the Placement form? □ Yes □ No
Have you applied for graduation? □ Yes □ No

Are you a current student or have you registered for classes with Everett C.C.? □ Yes □ No
If “No”, please indicate intended start quarter: □ Fall □ Winter □ Spring □ Summer

A. Official transcript(s): □ Submitted □ On its way (date of transcript request ________________ )
Name(s) of Colleges or Universities sending your OFFICIAL transcripts (see below for information about non-U.S. institutions):
_________________________________________________________________________________________________
_________________________________________________________________________________________________

B. Test Scores (see reverse side for ordering information):
A.P.: Name of test(s) __________________________________________
C.L.E.P.: Name of test(s) __________________________________________
I.B.: Name of test(s) __________________________________________

C. Military Training Records: Are you currently active duty? □ Yes □ No
Joint Services Transcript Requested: □ Yes □ No (see reverse side for ordering info)

D. Training Records and/or Certification from Business, Industry, Agencies or Academies:
Specify the type of training and documents submitted for evaluation (See reverse side).

This is the only type of evaluation requiring a fee. A nonrefundable $33.70 fee must be attached. Checks are payable to Everett C.C.; do not attach cash.
There is no guarantee that credit will be awarded.

Signature ___________________________________________ Date _________________________________________

Return this completed form to: Everett Community College, Enrollment Services
2000 Tower Street, Everett, WA 98201-1390
Fax: (425) 388-9173 Phone: (425) 388-9219

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.
REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

For an official evaluation you must submit transcripts in an envelope sealed by the college or university. Typically, these are sent directly from the college or university to Everett C.C.’s Enrollment Services Office. In some cases you may attach the transcripts in sealed envelopes to this request form.

RECOGNIZED COLLEGES OR UNIVERSITIES OUTSIDE OF THE U.S.

Except for Canadian institutions, foreign credentials must be initially evaluated by a credential evaluation agency. The agency should be a member of N.A.C.E.S. (www.naces.org). The fee for this service varies with each agency. You may ask the agency to send the results to us, or you may attach the results to this form.

MILITARY TRAINING

Please request for the Joint Services Transcript by writing to: https://jst.doded.mil/official.html
Upon your request, they will send a copy to us. For Air Force branch, please mail your request to C.C.A.F./D.E.S.S. 100 South Turner Blvd, Maxwell A.F.B. Gunter Annex, AL 36114. For more information, please contact Enrollment Services or our Veterans’ Resource Center.

A.P. AND C.L.E.P.

Normally, when you register for the test, you indicate colleges you want your score results sent to. If you did not request that they be sent to Everett C.C. recently, then you need to request them now by going to Collegeboard web page (https://www.collegeboard.org/)

NATIONALLY ACCREDITED POST-SECONDARY INSTITUTIONS

Schools which are not regionally accredited may be nationally accredited by organizations such as the Accrediting Commission on Independent Colleges and Schools, the Accrediting Commission on Trade and Technical Schools, Distance Education and Training Council and the Accrediting Association of Bible Colleges. Credit from these schools will be reviewed when an official transcript is submitted along with a copy of the catalog or course descriptions.

CERTIFICATES AND TRAINING PROGRAMS CONDUCTED WITHIN BUSINESS, INDUSTRY OR AGENCY ENVIRONMENTS

Everett C.C. has reviewed certain professional programs which are recognized regionally/nationally. These include: Para-professional Education Experience, A&P Licenses, A.P.I.C.S., Fire Fighting Certificates, Dept. of Justice Training Certificates, WA State Criminal Justice Commission, Emergency Management Training (E.M.T.) Certificates, and CompTIA A+ Certificate. Clear criteria have been established for assigning credits for these programs, therefore further review/assessment is unnecessary. If you submit this material for evaluation you must attach a $33.70 check, payable to EvCC. Other certificates or professional training experiences that occur through company training programs or professional institutes must be reviewed for credit through the Prior Experiential Learning (Portfolio Review) Process.

PRIOR EXPERIENTIAL LEARNING (PORTFOLIO REVIEW)

Fees: $112.36 base fee + $28.09 for each credit you wish to pursue, whether awarded or not. (example: 5-credits = $252.81 fee)
Through this process, you may be able to receive college credit for knowledge you have gained outside an accredited higher education institution. To have this training/learning reviewed, you must submit any official and/or original training records/certificates, as well as supporting documentation that includes the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation, and achievement. Contact Wendy Wong, Credential Evaluator, in Enrollment Services: wwong@everettcc.edu

The College reserves the right to change courses, programs, degrees and requirements. It is the student’s responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.
For more information: Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu or (425) 388-9219