

EVERETT COMMUNITY COLLEGE

TRANSFER CREDIT EVALUATION REQUEST

A credential evaluation is completed for students who have been admitted to EvCC and meet the following criteria:

- Transcripts, test scores, and/or other documentation must be on file in Enrollment Services or attached to this form. Please see the reverse side of this form to review what documents you should submit.
There is no fee for a transcript evaluation, except for evaluation of #4 (training records & business or industry certification)

Intended Degree: Today's Date:

Student ID Number [Example: 804-99-9999]:

Name: Mr. Ms. (Last) (First) (Middle initial)

Previous Names: (If your first or last name/names has/have changed)

Address: (Street) (City) (State) (Zip code) (apt. or unit)

Signature: Telephone: ( )

Have you previously requested an evaluation Yes No Have you applied for graduation Yes No

1.) Name(s) of Colleges or Universities sending your transcripts: (This category includes regionally and nationally accredited institutions. See reverse side for information about non-US institutions.)

Blank lines for listing colleges or universities.

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2.) Test Scores (AP or CLEP): see reverse side for ordering information

AP: Name of test(s):
CLEP: Name of test(s):

3.) Military Training Records: see reverse side for ordering information

Branch of Service/Forms:
Are you currently active duty?

4.) Training Records and/or Certification from Business, Industry, Agencies or Academies: Specify the type of training and documents submitted for evaluation (See reverse side). A nonrefundable \$30 fee must be attached for evaluation of business/industry certificates and/or training records. This is the only type of evaluation requiring a fee. Checks are payable to EvCC; do not attach cash. There is no guarantee that credit will be awarded.

Blank lines for providing training details.

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Return this form to Enrollment Services when complete:

Everett Community College, 2000 Tower Street, Everett, WA 98201-1390 Phone: (425) 388-9219 Fax: (425) 388-9173

Everett Community College considers awarding transfer credit based on records from the sources listed on the reverse side of this form. Please read each category carefully to determine which records you need to submit for a credit evaluation.

## **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 EvCC'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 NACES ([www.naces.org](http://www.naces.org)). The Enrollment Services office can supply you with names of local agencies. 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**

Each branch of the military has a different service center holding your training and education records. Upon written request by you, they will send a copy to us. The Enrollment Services Office has a list of the locations where you may write for a copy of your record. Active Duty and Reserve Sailors and Marines, and Sailors and Marines who separated or retired after October 1, 1999, may request their SMART record by going to [www.navycollege.navy.mil](http://www.navycollege.navy.mil) or find the form available through EvCC's Enrollment Services Office or go to the Navy College Center on Marine Drive in Everett. You must attach an official copy of the appropriate education and training record to this form, or have it mailed to the Enrollment Services Office.

## **AP AND CLEP**

Normally when you register for the test you may indicate colleges to which you wish to have your score results sent. If you did not have them sent to EvCC recently, then you need to request them. Your official score reports are available from one of these addresses.

AP Services  
P.O. Box 6671  
Princeton NJ 08541-6671  
(609) 771-7300 (888) CALL-4-AP  
[apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

\$15 fee  
CLEP Transcript Request Service  
P.O. Box 6600  
Princeton, NJ 08541-6600  
(609) 771-7865  
Or order by phone at (800) 257-9558. Major credit cards accepted.

## **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, as well as a copy of the catalog or course descriptions. Please have an official transcript sent to the Enrollment Services Office, or attach it to this form, and also attach supporting documentation.

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

Boeing, the Police Academy, and Fire schools are some example of organizations that offer training programs. In some cases these training programs are comparable to college-level courses. Since training programs do not generally yield a transcript, it is your responsibility to gather and submit as much of the following information as possible if you wish to have us review a training program that you have completed: content, level, time period, hours, location, method of instruction, instructors, method of evaluation and achievement. Certificates (such as Fire and Police Academy, APICS and A&P) may be submitted. If you submit this material for evaluation you must attach a \$30 check, payable to EvCC. In some cases you may be asked to complete a "Certificate/ Training Form" to provide additional information.

## **PORTFOLIO EVALUATION OF PRIOR LEARNING (PEP)**

Persons who have acquired skills and knowledge from experience, where little documentation of training exists should inquire about our Portfolio Evaluation program. Do not use this form for portfolio evaluation. Contact Zayna Cline, PEP Coordinator, in Enrollment Services at (425) 388-9008.

This publication is effective MAY 2008. 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, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, marital status, disability, or veteran status.