

Credential evaluations are processed for students who have previously attended or are currently registered for classes at Everett Community College. Credit evaluations take about 4 - 6 weeks to process, longer if the proper documents are not submitted initially. There is **no fee** for a transfer credit evaluation.

Official records/transcripts and any other related documentation must be submitted to Enrollment Services in person at Parks Student Union (PSU), Room 201 or via email at registration@everettcc.edu (by the school's designated 3rd party transcript delivery service provider).

Submit this form in person to the Enrollment Services office, via email at registration@everettcc.edu, or through the online form at www.everettcc.edu/StudentForms.

Student Information

First Name: _____ Middle Name: _____

Last Name: _____ ctcLink ID number: _____

Previous Name(s) (If applicable): _____

Email: _____ Phone: _____

Intended Degree: _____

Evaluation of Transcripts

Official transcript(s): ☐ Submitted ☐ On its way (date of transcript request: _____)

Name(s) of Colleges or Universities sending your OFFICIAL transcripts: _____

Signature _____ **Date** _____

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 [N.A.C.E.S. \(www.naces.org\)](http://www.naces.org). The fee for this service varies with each agency. You may ask the agency to send the official evaluation report to us by mail or attach the official report to this form and submit it in person to our Enrollment Services office.

NATIONALLY ACCREDITED POST-SECONDARY INSTITUTIONS

Schools which are not regionally accredited but are nationally accredited by organizations such as the Accrediting Commission of Career Schools and Colleges, the Accrediting Council for Continuing Education and Training, and the Accrediting Association of Bible Colleges. Credits from these schools will be reviewed when an official transcript is submitted along with a copy of the catalog or course descriptions.

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

Everett Community College offers equal opportunity in education and employment. For more information, visit the [Equal Opportunity and Title IX website](http://EverettCC.edu/EqualOpportunity): EverettCC.edu/EqualOpportunity.