

Transfer Credit Evaluation Request For College Coursework and Military Training/Experience

This form is for students who want to transfer in credit from another U.S. regionally accredited college or university, or from military training and experience. Students with credit from non-regionally accredited schools must complete the Appeal of Evaluation of College Transcript form.

Official transcripts from each school are required. Transcripts must be received in a sealed envelope or sent electronically from the original institution via an approved secure site to be considered official. Transfer credit posted on another school's transcript will not be reviewed; you must send official transcripts from all schools you have attended.

International transcripts will not be evaluated; you must contact a NACES approved evaluator for evaluation for foreign coursework, and have the official evaluation sent to Student Records. The evaluation must be a **Catalog Match** evaluation in order to be considered for transfer credit. In some cases, it may be more cost effective to pursue a Credit for Prior Learning option if you are unsure your previous coursework is transferable.

Name: _____ CLC Student ID#: _____

Student Email: _____@stu.clcollinois.edu Phone: _____

Courses will only be transferred if they apply towards the program(s) indicated on this form. You may select more than one program. You can submit a new form and have your transcripts re-evaluated if you change your program in the future.

- | | | |
|--|---|--|
| <input type="checkbox"/> Associate in Arts (13AB) | <input type="checkbox"/> Associate in Science (11AB) | <input type="checkbox"/> Associate in Engineering Science (12AB) |
| <input type="checkbox"/> Associate in Fine Arts (14AA) | <input type="checkbox"/> Associate in Fine Arts in Music (16AB) | <input type="checkbox"/> Associate in General Studies (10AC) |
| <input type="checkbox"/> Associate in Applied Science Degree (A.A.S.): | | Plan Code: _____ |
| <input type="checkbox"/> Career Certificate: | | Plan Code: _____ |

Is this your first CLC Transfer Credit Evaluation? Yes No*

*If you answered No: I am sending new transcripts Evaluate the same transcripts used for previous evaluations

List all colleges/universities or military transcripts to be evaluated below.

College/University/Military <i>Do Not Use Abbreviations!</i>	City and State	Date You Requested Official Transcript

When your evaluation request is complete, you will receive notification to your CLC email account. Evaluations are normally completed within 4-6 weeks of receipt of the last document. Any concerns regarding your transfer credit evaluation must be made within one month of the completion of your evaluation. Once posted, transfer credit cannot be removed from your record.

I request the College of Lake County to evaluate my college transcripts for the purpose of determining transfer credit. I understand that I must be a degree or certificate seeking student to make this request.

 Student Signature

 Date