



Transcript Evaluation Request

The Smart Choice!

Instructions

- You must apply and be admitted to LCC before an evaluation can be requested.
- Request official transcripts from all previous institutions. They can be mailed or hand delivered. Official Transcripts are sealed and unopened.
- Fill out this form completely and submit it to the Registration Office.

Notes

- Evaluations take place when **all** transcripts have been received.
- LCC accepts transfers courses with a grade of C (2.0) or better.
- Once LCC receives your official transcripts they are the property of LCC and will not be returned or forwarded to any other institution.
- Turnaround times for evaluations are approximately **2-4 weeks** after all transcripts have been received. During high volume periods turnaround time may be slightly higher.

Your Student ID # _____ and Social Security # _____

Name _____ Former Name(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email (*print clearly*) _____

Advisor _____

A. Please allow **2 – 4 weeks** for evaluations to be completed. Results will be sent via email to the email you provided above.

B. If you are not pursuing a degree but are planning to enroll at least one quarter and need your English, Math, Science or other course required as a prerequisite please check here

List the course(s) you plan on taking that requires this prerequisite:

List all colleges previously attended to be evaluated:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Is this evaluation needed for Financial Aid? Yes No **FA Office verification:** _____

Is this evaluation needed for Reverse Transfer? Yes No **If so, what University:** _____

Signature: _____ Date: _____

Office Use Only:	Queue Date _____	Date Evaluated _____
Notes _____		