



TRANSCRIPT EVALUATION REQUEST FORM

Student Full Legal Name (Please Print)							Preferred Phone Number	
First Name	Middle Initial	Last Name						
Germanna Student ID Number						Current Term (Please Check)		Current Year
						Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		20____

If you wish to have transcripts from another institution evaluated for transfer credit, please follow the instructions below. Please note that transcripts from another VCCS institution do not need to be provided, however this form must be completed to initiate the review of credits:

1. Request official transcripts, AP Scores, IB Scores, and CLEP Scores from all previously attended institutions and Military Training. (Official transcripts from other VCCS institutions are not required.)
2. After requesting official transcripts, complete and submit this form to the Welcome Center or Admissions and Records. This may be done:
 - By email to transcripts@germanna.edu
 - By fax to (540) 423-9158
 - By mail to: Germanna Community College

Attention: Admissions and Records
PO Box 1430
Locust Grove, VA 22508

Former Names: _____

Program of Study/Curriculum: _____

College Transcripts to be Evaluated (Including AP, IB, CLEP Scores and Military Training):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Notification of my credit evaluation will be documented and sent to my GCC email address. Please allow 4 – 6 weeks for completion of the evaluation.

Student's Signature: _____ **Date:** _____