



## REQUEST FOR TRANSCRIPT EVALUATION FORM

**This form must be completed in its entirety for evaluation to be completed.  
If the form is not completed in its entirety, it will not be processed.**

Name: \_\_\_\_\_  
Last First Middle Maiden

Email Address: \_\_\_\_\_

Student ID Number/SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Primary Program of Study \_\_\_\_\_

Admissions/Academic Advisor Verification: \_\_\_\_\_

Signature & Date

Please evaluate transcripts from the high school(s)/college(s)/university(ies) listed below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please evaluate transcripts for the following:

☐  
☐

All Available Classes

☐

Program Classes

Specific Classes (list course/prefix/number/title below)

---

---

---

---

---

**BE ADVISED:** All official transcripts must be received before an evaluation will occur. Students must request official transcripts to be sent/submitted to SPCC. Transcripts are considered official in electronic or mailed formats if sent directly from the institution. Official Transcripts, if unopened, may be accepted from the student. Faxed or unofficial transcripts will not be accepted. International transcripts and course descriptions must be evaluated by an international evaluator at the student's expense before SPCC will be able to accept credits.

**PLEASE NOTE:** For financial aid recipients, all transfer credits are included as attempted/completed hours and may affect Satisfactory Academic Progress (SAP) standards for financial aid eligibility.

Your Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Submit completed form to the Registrar:  
South Piedmont Community College  
P O Box 126, Polkton, NC 28135  
FAX: 704-272-5303