

TRANSCRIPT EVALUATION REQUEST FORM

This form must be completed if you are pursuing a **DEGREE** or **CERTIFICATE** at Sauk and would like your transcripts from other colleges and universities to be evaluated. As a student, **YOU MUST** request official transcripts from each institution to be sent directly to the Office of Admissions and Records at SVCC. You will be notified by mail after the transcripts have been evaluated.

Name _____
(Please PRINT) Last First Middle Former

Address _____
Street City/State Zip Code

Telephone _____ SSN or SVCC ID _____

E-mail address _____ (Notification of completed evaluation will be sent to this email)

Are you a current student at SVCC? _____ Yes _____ No If no, when do you plan to enroll? _____

Name of college(s) whose transcript(s) you are requesting to be evaluated.

1. _____ 3. _____
2. _____ 4. _____

Which degree/program are you pursuing at SVCC? **Choose only one.**

Transfer Degrees/Programs
_____ Associate in Arts
_____ Associate in Science
_____ Associate in Engineering Science
_____ Associate in Fine Arts
_____ General Education Core

Non-Transfer/Career Programs
_____ Associate in Applied Science
_____ Certificate
What is your major? _____
_____ Associate in Liberal Studies

**Transcripts will be evaluated according to the degree you will be pursuing at Sauk.
Upon request, transcripts can be re-evaluated to include additional transfer coursework.**

NOTE: Sauk's residence requirement indicates that 16 credit hours must be completed at SVCC, therefore no more than 48 transfer hours can be applied toward a degree at Sauk. For those students pursuing a certificate, consult the Sauk catalog for allowable transfer hours.

If you have any questions regarding the evaluation of your transcripts, please contact the Records Analyst in the Office of Admissions and Records at 815-835-6327.

Signature _____ Date _____