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.

<table>
<thead>
<tr>
<th>Transfer Degrees/Programs</th>
<th>Non-Transfer/Career Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Associate in Arts</td>
<td>_____ Associate in Applied Science</td>
</tr>
<tr>
<td>_____ Associate in Science</td>
<td>_____ Certificate</td>
</tr>
<tr>
<td>_____ Associate in Engineering Science</td>
<td>What is your major? ________________</td>
</tr>
<tr>
<td>_____ Associate in Fine Arts</td>
<td>_____Associate in Liberal Studies</td>
</tr>
<tr>
<td>_____ General Education Core</td>
<td></td>
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</tbody>
</table>

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_________________________  
11/10