

For Office Use Only:

App _____ Act _____



SSN: _____

Empl ID: _____

Request for Transfer Evaluation

Name: _____ Date: _____

Address: _____ Daytime Phone: _____

City/State/Zip: _____

Curriculum: _____

Records to be Evaluated - indicate all that apply:

College/University Transcripts

Dates of Attendance

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

If you hold a degree (associate's, bachelor's, or higher) from an **accredited** college or university, you may request an exemption from the orientation course requirement (STD 100). To qualify for this exemption, list highest degree held and provide official transcripts noting the date conferred: _____

Examinations: { } CLEP/DANTES/AP (list tests) _____

Military Services Schools:

{ } DD295, AARTS, SMART, Community College of the Air Force (active duty), or DD214/ certificates (discharged/retired). Full names of service school(s) with dates of attendance and location should be included on the documentation.

Are you receiving or planning to receive Veterans benefits? { } Yes { } No

It is the student's responsibility to arrange for official transcripts or documentation to be provided, to initiate the transfer credit evaluation process well in advance of enrollment at the college, and to avoid repeating a course at TNCC that may equate to a course taken at a prior college. The completed evaluation results will be mailed to the student and a copy will be placed in the official student file. If there are any discrepancies or you have questions concerning your evaluation, please contact the Admissions Office at (757) 825-3517. It is the student's responsibility to provide the Admissions Office with a copy of the appropriate college catalog descriptions or WEB address pertaining to those courses for which transfer credit is being sought.

I have applied for admission to Thomas Nelson Community College and I understand that all official Documentation must be provided to the Admissions Office prior to an official evaluation taking place.

Student's Signature

Evaluation complete and notification sent