



The Peninsula's Community College

Request for Transfer Evaluation Form

Students must be enrolled in courses prior to an evaluation being completed. Check back of form for certain exceptions.

Name: _____ Date: _____
 Student ID #: _____ SSN: _____
 Former Name(s): _____ Daytime Phone: _____
 Address: _____
 City/State/Zip: _____
 Program of Study: _____

Records to be Evaluated: Indicate all that apply:

College/University Transcripts (<u>Official Transcripts Required</u>)	Dates of Attendance
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

SDV 100 Waiver: Yes No (Associate's degree or higher required for waiver.)
 Highest Degree Received/Location/Date Conferred: _____

Examinations: List tests

AP _____	Cambridge _____
CLEP _____	IB _____
DANTES _____	Other _____

Military Service Schools: In order to receive more than PED Elective credit, full names of service schools with dates of attendance and location should be included on the documentation.

- DD 214 (Discharged/Retired) DD 295 (Active Duty)
- CCAF/Air University Certifications
- JST (Joint Services Transcript) includes Army, Coast Guard, Marine Corps, Navy.
- Active Duty/ Reserve/ Veteran

Are you receiving or planning on receiving Veterans Benefits: Yes No

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

Student Signature: _____

For Office Use Only: App _____ Act _____
 Received By: _____ Date: _____
 Evaluation Complete/Notification Sent _____

Enrollment Services 2017



Transfer Evaluation Information Sheet

The Peninsula's Community College

It is the student's responsibility to...

- Initiate the transfer evaluation process.
- Have official transcripts sent from all previously attended institutions well in advance of registering for classes at Thomas Nelson to avoid repeating a course that may equate to a course taken at a prior college.
- Provide appropriate documentation for the review of non-traditional education. (i.e., exams, military, etc.).
- Submit a Request for Transfer Evaluation form for all previous education (traditional and non-traditional).
- Provide additional information regarding previous courses, when requested.
- Check your Thomas Nelson email regularly. When your evaluation is completed you will be notified via that email account only.
- Have international transcripts evaluated by a member of the National Association of Credential Evaluators or one that is approved by the Virginia Department of Education. A course-by-course evaluation is needed. (Fees and time necessary to complete your credential review vary with each agency. Make sure you start the process well in advance of enrollment at Thomas Nelson.)

Things you should know...

- Have your official transcripts, examinations or translated foreign transcript (report) mailed to:

Thomas Nelson Community College Hampton Campus Enrollment Services 99 Thomas Nelson Drive Hampton VA 23666	OR	Thomas Nelson Community College Historic Triangle Office of Student Development 4601 Opportunity Way Williamsburg VA 23188
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- Your Request for Transfer Evaluation form may be submitted in the following ways:
Faxed to:

Hampton Campus 757-825-2763	OR	Historic Triangle 757-253-4498
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In Person

Hampton Campus Admissions, Records & Registration Office Room 208-Griffin Hall	OR	Historic Triangle Office of Student Development Room 117
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- Have you attended another Virginia Community College? Official transcripts are not required from other VCCS colleges; however, a Request for Transfer Evaluation form is required.
- If you have a negative indicator that holds your transcript at one of our sister VCCS schools, we will be unable to process your request until that hold is cleared at the other institution.
- Only courses with a grade of C or higher can be considered for transfer (including the grades of C+ & C-).
- Transfer courses are not included in the calculation of your Thomas Nelson grade point average (GPA).
- If you receive an SDV 100 waiver, the 1 credit hour is still required to meet degree totals. You can satisfy the one credit hour in any discipline.

If you have further questions regarding transfer evaluation, you may contact the following numbers:

Hampton Campus
757-825-3517

Historic Triangle Campus
757-253-4882

Exceptions:

VA Benefits
TA Students
Nursing and Dental Hygiene Applicants

Enrollment Services 2021