

OFFICIAL TRANSFER CREDIT EVALUATION REQUEST FORM

For the following degrees:

Associate in Arts & Sciences, Associate in Business, Associate in Elementary Education, Associate in Math Education, Associate in Science, Associate in Arts General Studies

(Please print clearly. The completed credit evaluation will be mailed upon completion)

Name: _____ Student ID # _____
(Last name) (First name) (Middle initial)

List additional names on your transcript(s) (if applicable) _____

Address: _____
Street City State Zip

Email Address: _____ Daytime phone: (____) _____

If you are an International student, please list the visa (e.g. F1, F4, etc.) _____

1. Both requirement A and B must be met to request an official transfer credit evaluation:A. You are currently enrolled in credit classes OR have completed credit classes in the past at BC.

B. You plan to receive an academic degree from BC (see the degree list below).

(If you do not meet both of the above requirements, do not complete this form, and see an advisor for an *unofficial* transfer credit review.)**2. Which degree do you intend to receive?** (Select one of the following)

(Consult an advisor before you select a degree)

- Associate in Arts and Sciences DTA*
- Associate in Business DTA/MRP*
- Associate in Elementary Education DTA/MRP*
- Associate in Math Education DTA*
- Associate in Science Track 1 (for Biological Sciences, Environmental/Resource Sciences, Chemistry and Earth Science) (attach a degree planning sheet signed by your science advisor)
- Associate in Science Track 2 (for Physics and Atmospheric Sciences) (attach a degree planning sheet signed by your science advisor)
- Associate in Science Track 2 Engineering MRP* (select one of the following)
- ____ Bioengineering and Chemical Engineering
- ____ Electrical and Computer Engineering
- ____ Other Engineering (Mechanical/Civil/Aeronautical/Industrial/Materials Science)
- Associate in Arts General Studies (non-transferable)

If your degree or certificate is not listed here, do not complete this form, and see your program chair or advisor for degree/certificate planning assistance.

3. Submit official transcript(s) in sealed school envelopes.**4.** If your transcript(s) and course description(s) are in a language other than English, also submit English translation(s) from an approved translation service.**5.** If your previous college credits were earned prior to Fall 1994, submit course descriptions from the time you attended the courses.

*DTA–Direct Transfer Agreement, MRP–Major Related Program

PLEASE TURN OVER AND COMPLETE THE OTHER SIDE

List all previous colleges or universities attended

NAME of Institution Attended	Dates of Attendance	Degree Obtained (if applicable)

Please read and sign

Student Authorization: I hereby request an official credit evaluation of courses completed at other institution(s). I am responsible for providing the necessary information for BC to make a decision on the equivalency of those courses. I attest the submitted transcript(s) and document(s) are true and accurate to the best of my knowledge.

I understand the following conditions must be met before the official credit evaluation can be processed:

- 1) Currently enrolled in credit classes or have taken credit classes in the past at BC.
- 2) Plan to receive an academic degree from BC.
- 3) Submitted *official* transcripts.
- 4) Submitted course descriptions for credits earned prior to Fall 1994.
- 5) Submitted English translations for all transcript(s) and course description(s) which are in a language other than English.

Student signature

Date

NOTES:

1. A copy of the completed credit evaluation will be sent to you by mail within 12 weeks.
2. Transfer courses are not listed on your BC transcript.
3. A maximum of 60 transfer credits can be applied to a BC degree.
4. Transfer credits and grades are not included in the BC graduation GPA.
5. Credits with less than a "D" or "1.0" grade are not counted toward graduation requirements.

Submit this form to the Student Services Center or the Evaluations Office in person, or mail to: Bellevue College, Evaluations Office, B125, 3000 Landerholm Circle SE, Bellevue, WA 98007-6484
For additional information about transferring credit to BC, visit www.bellevuecollege.edu/enrollment/transfer/.