



**Return completed form to:**  
 Highline Community College  
 Credentials Evaluator MS 6-4  
 2400 S 240<sup>th</sup> St  
 Des Moines, WA 98198-9800

## Request to Evaluate Official Transcripts from Other Institutions

*This form must be filled out completely before transcripts will be evaluated.*

This form is used to request an evaluation of official transcripts from other colleges, universities, Advanced Placement testing, technical, CLEP, Int'l Baccalaureate and military education. **It should only be used by students planning to complete an HCC degree program i.e. an AA, AS, AAS or certificate.** Please allow at least 4 weeks from receipt of the official transcript for the completed evaluation. The evaluation, once complete, will be mailed to you.

**Please Print**

Name \_\_\_\_\_ Other last names \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

HCC Student ID Number  -  -

If you are participating in varsity athletics at HCC, please indicate sport \_\_\_\_\_

**List institutions to be evaluated:\*\***

It is the student's responsibility to request official transcripts from each institution.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\*\*Transcripts, once received, will not be released to the student for any reason.

<b>Specify degree/Certificate to be earned at HCC:</b>	
Associate of Arts (transfer degree).....	<input type="checkbox"/>
Emphasis_____	
Associate in Pre-Nursing.....	<input type="checkbox"/>
Associate in Business.....	<input type="checkbox"/>
Associate of Science (transfer degree)	
Emphasis_____	<input type="checkbox"/>
Associate of Applied Science	
(Professional/Technical).....	<input type="checkbox"/>
Title_____	
Certificate_____	<input type="checkbox"/>

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Unofficial transcripts to meet prerequisites:** Students may bring in an "unofficial" copy with picture ID to the department offering the class or to the Educational Planning and Advising Center for an entry code to override prerequisites. 11/07