



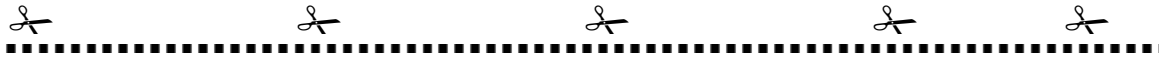
## Request Transcript from Other Institutions

1. Submit the bottom half of this form to your former school to request an official transcript be sent to Highline Community College.
2. Submit the *Request to evaluate other college transcripts* form to the Registration Office or Admissions/Entry Services.

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**Note: Transcript receipt with incomplete information will not be evaluated and will be kept on file for 1 year only.**

Official Transcripts from other schools and colleges can be sent directly to Highline Community College or hand-carried to the Registration Office or Admissions/Entry Services in a school sealed envelope which has never been opened.



**Please send an official copy to:**

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

Name while attending \_\_\_\_\_

Student ID number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Last First Middle Phone (\_\_\_\_) \_\_\_\_\_

Birthday \_\_\_\_\_ Last year attended \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

- I am enclosing \$ \_\_\_\_\_ to cover charges.
- I have no information as to fees or charges. Please notify me. My address is:

Street address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ 03/07