HOWARD COMMUNITY COLLEGE

Office of Admissions and Advising
10901 Little Patuxent Parkway
Columbia, Maryland, 21044
Fax: 410-772-4589

Official Transcript Evaluation Request Form

Directions: Please print and fill in the form completely. Students are responsible for contacting all appropriate institutions/agencies to request that **official** transcripts be sent directly to Howard Community College's Office of Admissions and Advising. **Transcripts must be in sealed envelopes and less than three months old**. Opened transcripts are unofficial and will not be accepted by Howard Community College. Transcript evaluations will be processed in approximately 4 weeks upon receipt of all official transcripts. This process may take longer during peak periods. Evaluations are not processed until all official transcripts are received. Transcript evaluation fees are as follows: $15.00 for a single learning program/major, $25.00 for more than one learning program.

Note: HCC's decisions regarding the transfer of credit do not guarantee that other institutions will assess & accept transfer credits in the same way.

Transcript evaluation should not be confused with the course planning process. Please contact the Office of Admissions and Advising for assistance with your course planning. Do not wait for an official evaluation.

Have you been admitted to Howard Community College? ❑Yes ❑No

Is this evaluation for a foreign institution? ❑Yes ❑No
If yes, your transcript must be evaluated by an International Credentialing Agency.
For a list of agencies, see http://www.howardcc.edu/admissions/apply/intl/intltranscript.html

Is this evaluation request due to a change of major (learning program)? If yes, please complete a change of learning program form if you have not done so. ❑Yes ❑No

Have you ever had transfer credits evaluated previously at HCC? ❑Yes ❑No

Have you previously received a degree from HCC? ❑Yes ❑No

Are you a veteran? ❑Yes ❑No

PART I PERSONAL INFORMATION	
Name:	
Maiden Name:	
Student ID#:	
Address:	
City:	
State:	Zip Code:
Home Phone:	
Work Phone:	Cell phone:
Email:	
What **learning programs** do you want your transcripts evaluated for?	

PART II TRANSCRIPT ORIGINS	
Please list all organizations from which we should expect transcripts, including colleges, corporations, trade schools, military units, AP, CLEP, IB & DSST tests, etc.	Date Received
1.	
2.	
3.	
4.	

PART III ADMISSIONS & ADVISING OFFICE USE ONLY	
All Transcripts Received:	/ /
Learning Programs (SACP):	
Catalogue Year:	
Notes to Transcript Evaluator:	
Date Mailed	

By signing this form, I attest that the information I have provided is true and the documents that I am submitting are original official transcripts/documents from institutions and/or other organizations and these documents have not been altered in any way. I understand that the documents I provide will be authenticated with the provider of the transcripts and supporting documents at Howard Community College's discretion. Any student that submits documents that are forged or altered will be subject to action under the Howard Community College Student Code of Conduct and the judicial process under Maryland State Law.

Student Signature _____ Date _____