

Mendocino College Transfer Work Evaluation Request

_____/_____/_____
CURRENT NAME (LAST, FIRST, MIDDLE) PHONE NUMBER SOCIAL SECURITY NUMBER

LIST ANY PREVIOUS NAMES USED ON ACADEMIC RECORDS (Write N/A if no other names were used).

NAME

ADDRESS

CITY, STATE, ZIP CODE

Transfer Work Evaluation Guidelines:

- Official transcripts *and* a Mendocino college Transfer Work Evaluation Request must be on file **before** the evaluation process officially begins. The official process takes eight to ten weeks, please plan accordingly.
- Enrollment at Mendocino College is required in order to be eligible for evaluation. For exceptions, please contact Kristie Anderson, Director of Admissions & Records (468-3101).
- A copy of the evaluation along with the original transcript(s) will be returned to the address on this form. Please notify the Admissions & Records Office of any address changes (468-3101).
- The accepted transfer units will be posted as "Advanced Standing" on your Mendocino College transcript. Transfer units may be used toward the Associate Degree or Certificates at Mendocino College.
- Mendocino College only evaluates transcripts from accredited colleges and does not evaluate foreign transcripts.
- Transcripts from out-of-state or private colleges, or coursework that is older than five years, may need a college catalog or course description. This may delay the evaluation process.
- When ordering transcripts from other colleges, it is recommended that direct contact be made with all colleges for transcript fees and current mailing address information.
- Your Request form and/or transcripts will be destroyed if no student activity takes place for six months. Please contact the Admissions & Records Office for exceptions (468-3101).

I HAVE READ AND UNDERSTAND THESE GUIDELINES:

SIGNATURE AND DATE

What is your major? _____

Catalog Year: _____

What is your Educational Goal?
(Check as many as apply)

List all colleges to be evaluated:

- ____ Associate Degree
- ____ Certificate
- ____ CSU GE Certification
- ____ CSU Transfer
- ____ IGETC Certification
- ____ UC Transfer

Please indicate the name of your counselor, _____, and which campus your counselor is located at:
____ Ukiah ____ Lake ____ Willits