



REQUEST FOR CREDIT EVALUATION OF COURSES FROM OTHER INSTITUTIONS

Note: For credits to be evaluated, the student must be currently enrolled at Pierce College.

All Official Transcripts from other institutions must be on file prior to submitting this request.

NAME: _____ / _____ / _____
Last First Middle/Maiden Student Identification Number

ADDRESS _____
Street or mailing address (PO Box), Apt. Number City State Zipcode

DAY PHONE _____ EMAIL _____

Please indicate where you attend:

() Fort Steilacoom () Puyallup () McNeil

Ft. Lewis & McChord evaluations are completed at those sites. Contact the appropriate site for procedures.

I want an evaluation completed for the following:

Certificate in _____
(see back)

Associate in _____
(see back)

Please send copy to (check): Advisor _____ Financial Aid _____ Veterans Office _____

Transcripts to be evaluated (list below):

**INSTRUCTIONS for
CREDIT EVALUATION OF COURSES FROM OTHER INSTITUTIONS**

The *REQUEST FOR CREDIT EVALUATION OF COURSES FROM OTHER INSTITUTIONS* form is for students who are just beginning Pierce College and have credits from other sources. You **MUST** be enrolled in courses at Pierce College and **ALL OFFICIAL TRANSCRIPTS MUST** be on file prior to submitting this form.

This form cannot be used by students taking all courses at the military education sites – you will need to contact the appropriate site for the procedures for completing an evaluation of your credits.

INCOMPLETE FORMS WILL BE RETURNED TO THE STUDENT. Make sure you complete the entire form, including the Degree/Certificate you want credits evaluated toward and list each institution that you have transcripts from in the area provided.

This evaluation procedure applies only to transcripts from other institutions. If you have only Pierce College credits, you can have an evaluation done by your program advisor, or you can make application for graduation by submitting a **Degree and Diploma Application** form.

Allow a very minimum of twelve (12) weeks for the processing of this evaluation, longer during peak graduation periods. The results of the evaluation will be mailed directly to you along with your advisor, Veterans Services Office, or Financial Aid Office if you've indicated that you want a copy sent to them.

Send your request to:
Pierce College Evaluations Office
9401 Farwest Drive SW
Lakewood, WA 98498-1999
Fax number (253) 964-6427