

## REQUEST FOR TRANSCRIPT EVALUATION FORM

*Do not request an evaluation until your SPCC admissions file is complete.*

Name: \_\_\_\_\_  
Last First Middle Maiden

SPCC Student Email Address: \_\_\_\_\_

Student ID Number/SSN: \_\_\_\_\_ Phone Number \_\_\_\_\_

Program of Study: \_\_\_\_\_

Your Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Please evaluate transcripts from college(s)/university(ies) listed below:

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

**BE ADVISED:** Your admissions file must be complete before an evaluation will occur. It is the responsibility of the student to provide official transcripts. Student issued, faxed, or emailed transcripts will not be accepted. **INTERNATIONAL TRANSCRIPTS MUST BE EVALUATED BY AN INTERNATIONAL EVALUATOR AND THE STUDENT MUST PROVIDE A COPY OF COURSE DESCRIPTIONS BEFORE SPCC WILL BE ABLE TO ACCEPT CREDITS.**

Check box if you are a V.A. Student

Check box if requesting H.S./Tech Prep Credit

Submit completed forms to the Registrar:  
South Piedmont Community College Records Office  
PO Box 126  
Polkton, NC 28135  
Fax: 704.272.5303