

Request for Transcript Evaluation

INSTRUCTIONS: Please submit this request for evaluation form and official, unopened transcripts to the Admissions and Records office by mail to:

**Shasta College, Admissions and Records Office,
11555 Old Oregon Trail, P.O. Box 496006, Redding, CA 96049-6006**

Transcript evaluations are intended for students pursuing a degree or certificate from Shasta College. Previous coursework will be reviewed, analyzed and applied, as appropriate, to educational goals available at Shasta College. This evaluation provides students and counselors with essential information for educational planning purposes.

- All official transcripts must be received by Admissions and Records before evaluation can be completed. Requests will be evaluated in the order in which they are received and can take up to 4 - 6 weeks to process.
- Transcript Evaluation is for college and university level coursework only.
- If transcripts are older than 1995, it is the student's responsibility to request course descriptions from the previous college

Student ID #: _____ **Date:** _____

Last Name: _____ **First Name:** _____

Phone: _____ **Email:** _____

Major / Program of Study: _____

Transcripts to be evaluated. Please list the name of each college or university.

Please contact Admissions and Records regarding transcripts from institutions outside of the United States.

1. _____
2. _____
3. _____
4. _____
5. _____

Signature: _____ **Date:** _____

Office Use Only: Queue Date: _____ Date Evaluated: _____

Notes: _____

