



Request for Transcript Evaluation Form

*This form may be presented in person, faxed to Student Records (704/330-6007), or mailed to: CPCCE; Student Records; P.O. Box 35009; Charlotte, NC 28235-5009.

(DO NOT REQUEST AN EVALUATION UNTIL ALL TRANSCRIPTS HAVE ARRIVED AT CPCCE)

Name: _____

(Please Print) Last First Middle Maiden or Previous Name

Daytime Telephone Number: _____

Social Security Number: _____

(Student ID Number)

Today's Date: _____

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

1. _____

3. _____

2. _____

4. _____

PLEASE NOTE: An Admissions Form and Official Transcripts from all regionally accredited colleges/universities must be on file before an evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts. Student copies will not be accepted. INTERNATIONAL TRANSCRIPTS MUST BE EVALUATED BY AN INTERNATIONAL EVALUATOR BEFORE WE WILL ACCEPT CREDITS.

Check box if you are a V.A. student.

Transfer of Credit takes from 2-4 weeks. A copy of your evaluation will be mailed to you. If you are in a degree program, contact the counseling office to speak with a counselor to explain how your transferred credits will count in your program.

Counselors may be reached at 704 330-5013 or 704 330-6433.