Request for Evaluation of Prior College Transcripts

RETURN THIS FORM TO:
Welcome and One Stop Center – B114
19351 West Washington Street • Grayslake • Illinois • 60030-1198
Phone: (847) 543-2061 • Fax: (847) 543-3061 • Email: records@clcillinois.edu

Name_________________________________________ CLC ID #________________
Maiden or Other Name:_____________________________________________________
Home Phone (_______)______________________ Cell Phone (_______)________________

Evaluate transcripts towards the following program(s) of study:

☐ Associate in Arts (13AB)  ☐ Associate in Science (11AB)  ☐ Associate in Engineering Science (12AB)
☐ Associate in Fine Arts (14AA)  ☐ AFA in Music (16AB)  ☐ AA in Teaching Secondary Math (17AB)
☐ Associate in Applied Science (AAS) - write plan code and title below
Plan Code______ Title__________________________________________________________

☐ Certificate - write plan code and name below
Plan Code________ Title_______________________________________________________

☐ Associate in General Studies (10AC)** (Students must meet with a counselor for approval into this program)

- Official transcripts should be sent directly to the College of Lake County. Transcripts must be received in a sealed envelope or sent electronically from an institution via an approved secure site in order to be considered official. Unofficial transcripts cannot be used for transfer credit.
- Courses from your previous college(s) will only be evaluated towards the program(s) noted above. Not all courses may transfer. If you are unsure of your program of study, contact the Counseling and Advising Center at (847) 543-2060 prior to turning in this form.
- International transcripts will not be evaluated; you must contact an approved evaluator for evaluation for foreign coursework, and have the official evaluation sent to Registrar and Records. The evaluation must be a Catalog Match evaluation in order to be considered for transfer credit. Contact a counselor or advisor for a list of approved companies that provide Catalog Match services.

List of Colleges or Universities to be evaluated (please fill in complete name - NO ABBREVIATIONS):

<table>
<thead>
<tr>
<th>College or University Name</th>
<th>City and State</th>
<th>Date You Requested Transcripts</th>
<th><em>Office Use Only</em> Date Received</th>
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PLEASE NOTE: When your evaluation request is complete, you will receive notification in your CLC email account. Evaluations are normally completed within 6 weeks of receipt of the last document. Any concerns regarding your transfer credit evaluation must be made within one month of the completion of your evaluation. Once posted, transfer credit cannot be removed from your record.

I request the College of Lake County to evaluate my college transcript(s) for the purpose of determining transfer credit. I understand that I must be a degree or certificate seeking student to make this request.

_____________________________ ______________________________________
(Student Signature) (Date)

OFFICE USE ONLY

Last Document Date: Date Completed and Emailed:

Updated 3/27/2018