Continuing Student - Request for Transfer Credit Evaluation

This form is for degree and/or certificate seeking students that have a designated home campus within Connecticut State Community College (CT-State). CT community college coursework completed outside of your designated home campus must be officially transferred onto your academic record to be viewable within Degree Works, myCTState and other student portal technologies.

Student ID Number @_____ **Degree/Certificate Program**: _____

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Previous Name (if applicable): _____ **Phone Number:** _____

Email Address: _____

Semester: Fall   Winter   Spring   Summer   **Semester Year:** _____

Designated Home Campus: _____

Is this your graduation semester?   Yes   No

Are you requesting a re-evaluation?   Yes   No

If **YES**, please check all that apply: Change of Program   Additional Classes Taken after initial Evaluation

List each of the Prior College(s) whose transcript(s) you would like to have evaluated for credit:

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

Important Transfer Credit Evaluation Information

- You MUST have an official college transcript from your previous college or university sent directly to CT State Community College electronically through a verified official transcript service such as Parchment, National Student Clearinghouse or emailed directly from the sending institution to CTState-TranscriptEval@ct.edu.
- CT State does not have the authority to request transcripts on behalf of students.
- The transcript is considered unofficial if it is sent directly to a students' email, downloaded, and then emailed to CT State Community College, and will not be evaluated for transfer credit. Student copies of transcripts or printouts are unacceptable for transfer credit evaluation.
- Transcripts from countries outside of the United States must be evaluated from a NACES approved International Credential Evaluation company and or the Association of International Credential Evaluators.
- Degree and Certificate credit shall be granted from regionally accredited collegiate institutions with credit courses completed with a letter grade of "C- minus" or better or with a grade of "P" (Pass). Such credit shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages. The accepted transfer course grade will read as "TR" on your academic transcript.
- Students must complete at least 25% of the minimum credit requirements for degree or certificate through coursework at CT State Community College to meet our graduation residency requirement.
- To avoid delays in processing, submit an electronic request via Parchment to CT State Community College.
- Transfer Credit Evaluations are completed in chronological order. Upon completion of your evaluation, you will be notified via email, however you can view your transfer credits on our Academic Transcript.

For questions or concerns please contact: CTState-TranscriptEval@ct.edu