



## REQUEST FOR INITIAL TRANSCRIPT EVALUATION

Before submitting this request, it is expected that counselors will have screened the student's transcript(s) using:

1. Assist ([www.assist.org](http://www.assist.org))
2. College Source ([www.collegesource.org](http://www.collegesource.org))
3. Catalog(s)

### Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Last First*

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

- Evaluate for:  General Education Areas for AA/AS     IGETC UC     IGETC CSU  
 CSU General Education Breadth

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Counselor: Please attach the completed relevant advising documents (i.e. IGETC, CSU GE Breadth and/or GE Worksheet) indicating your proposed placement of courses and any questions that needs confirmation.*

### Transcripts To Be Evaluated

Name of Institution

City & State

| Name of Institution | City & State |
|---------------------|--------------|
|                     |              |
|                     |              |
|                     |              |
|                     |              |

- All Official Transcript(s) are attached (unopened and still sealed within original envelope) or are already on file with the District Admissions & Records Office.
- 6 units completed at Peralta Community College District ("W", "NP", and "F" notations do not count as completed).
- Course syllabi from outside college(s) are attached if available. (May be requested by District A/R)
- Official Evaluation of International Transcript (completed by evaluation service) are attached or are already on file with the District Admissions and Records Office.

<sup>1</sup>International transcripts: <http://web.peralta.edu/admissions/transcripts-from-other-institutions-attended/international-transcripts/> has a list of evaluation services accepted by Peralta Community College District and the criteria needed to provide the evaluation agency.

<sup>2</sup>Unless an international institution also maintains U.S. Regional accreditation, courses from the international institution cannot be used for CSU GE certification, or for IGETC certification (other than Area 6A-Language Other Than English).

**\* Office Use Only \***

Advising Counselor: \_\_\_\_\_ Counselor's Email: \_\_\_\_\_

Campus: \_\_\_\_\_ District A/R Received: \_\_\_\_\_ Date Evaluated: \_\_\_\_\_

Date Notified: \_\_\_\_\_ District A/R Coordinator's Signature: \_\_\_\_\_