

Transcript Evaluation Request of Prior College Credits

Date _____

Request Made For: _____
Student Name _____ Student I.D. # _____Request Made By: _____
(please check one and sign) Student ☐ _____
Staff ☐ _____
Counselor ☐ _____Colleges Attended: _____

Transfer Credit Evaluations are only completed upon the student earning San Bernardino Valley College Residency. In order to achieve residency, twelve (12) semester units must be earned at San Bernardino Valley College.

Note: *This Evaluation procedure may be requested if a SBVC student is currently enrolled or has registered and paid in a prior semester.*

Transfer Credit Evaluations may take up to fifteen (15) business days to complete and up to thirty (30) business days to complete during peak periods. It is the student's responsibility to provide course descriptions and/or course outlines if requested and this process may be delayed until the student has submitted all supporting documentation as requested by the office of Admissions and Records. The student understands that all official San Bernardino Valley College communication regarding this request will be sent to the student's SBVC College electronic mail account and it is the student's responsibility to maintain this account.

**Response to this Evaluation will be sent to your SBVC email account**