

Request for Transcript Evaluation

STUDENT CWID# _____ DATE _____

LAST NAME _____ FIRST _____ MI _____

PHONE _____ EMAIL _____

MAJOR _____

The following requirements must be satisfied before submitting this form:

- You are currently registered in classes at Foothill College.
- You have completed 6 units at Foothill College.
- Attach official transcripts (sealed and unopened) unless one is on file with the Foothill College Admissions & Records Office.
- For classes taken outside of California Community Colleges, you must provide a course syllabus or a detailed course outline of record for Math, English or any major related coursework. The course syllabus must be from the time you took the class/es. You may need to contact your previous institution for this information.

Note: Foreign transcripts will not be evaluated because they require evaluation through a third-party evaluation service (please see a counselor).

TRANSCRIPTS TO BE EVALUATED (Please list name of College/University)

1. _____

2. _____

3. _____

INSTRUCTIONS: Submit unopened official transcripts, along with Request for Evaluation form to the Admissions and Records office in person or by mail to: **Foothill College, Admissions & Records Office 12345 El Monte Rd., Los Altos Hills, CA 94022-4599**

For Official Use Only	Date Received:	Date Processed:
Evaluated By:		