

## Mendocino College Transfer Work Evaluation Request

Current Name:	Colleague ID or Last Four Digits of SSN:
Previous Names Used on Academic Records:	
Mailing Address:	Email Address:
City, State, Zip Code:	Telephone Number:

### Transfer Work Evaluation Information and Guidelines:

Evaluations are processed for those enrolled students who submit a request form and official transcripts. An evaluation of your coursework will show the coursework completed at other accredited colleges that has been accepted at Mendocino College. Once completed, the transfer coursework will appear on your Mendocino College transcript under the heading "Transfer Work," and a report identifying the accepted coursework will be emailed or mailed to you.

- **Enrollment at Mendocino College is required in order to be eligible for evaluation.** For exceptions, please contact Kristie Anderson, Director of Admissions & Records (468-3101).
- Official transcripts *and* a Mendocino College Transfer Work Evaluation Request must be on file **before** the evaluation process officially begins. The evaluation process will not begin until a completed request form and all transcripts to be evaluated have been received *and* the student is enrolled in classes. The official process can take a minimum of eight weeks.
- Transfer courses may be used toward the Associate Degree or Certificates at Mendocino College and General Education requirements.
- Mendocino College only evaluates transcripts from accredited colleges. Evaluations of foreign transcripts will only be completed for those that have gone through an independent evaluation for U.S. Equivalency by an approved agency (see reverse for list of approved agencies). Foreign transfer work can be counted as both prerequisite and general education credit.
- Transcripts from out-of-state or private colleges, or coursework that is older than five years, may require a college catalog or course description. This may delay the evaluation process.
- Request forms are held for six months from the date of submission. The form will be returned to the student if transcripts are not submitted *or* the student does not enroll in classes within that timeframe.

**I HAVE READ AND UNDERSTAND THESE GUIDELINES:**

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**SIGNATURE AND DATE**

CURRENT MAJOR/ACADEMIC PROGRAM: \_\_\_\_\_ CATALOG YEAR: \_\_\_\_\_

WHAT IS YOUR EDUCATIONAL GOAL? (CHECK ALL THAT APPLY): \_\_\_\_\_ ASSOCIATE DEGREE \_\_\_\_\_ CERTIFICATE  
 \_\_\_\_\_ CSU GE CERTIFICATON \_\_\_\_\_ CSU TRANSFER \_\_\_\_\_ IGETC CERTIFICATION \_\_\_\_\_ UC TRANSFER

LIST ALL COLLEGES (NAME & LOCATION) TO BE EVALUATED:


The following is a partial list of agencies approved to evaluate foreign transcripts. For additional choices or more information, please contact the National Association of Credential Evaluation Services ([info@naces.org](mailto:info@naces.org)) or visit their website, [www.naces.org](http://www.naces.org) .

A2Z Evaluations, LLC  
216 F Street, #29  
Davis, CA 95616  
[www.A2Zeval.com](http://www.A2Zeval.com)

Center for Applied Research, Evaluations, & Education, Inc.  
P.O. Box 18358  
Anaheim, CA 92817  
[www.iescaree.com](http://www.iescaree.com)

Educational Records Evaluation Service, Inc.  
601 University Avenue, Suite 127  
Sacramento, CA 95825  
[www.eres.com](http://www.eres.com)

Foreign Educational Document Service  
P.O. Box 4091  
Stockton, CA 95204  
[www.documentservice.org](http://www.documentservice.org)

Global Services Associates, Inc.  
409 North Pacific Coast Highway, #393  
Redondo Beach, CA 90277  
[www.globaleval.org](http://www.globaleval.org)

International Education Research Foundation, Inc.  
P.O. Box 3665  
Culver City, CA 90231  
[www.ierf.org](http://www.ierf.org)