

Transfer Work Evaluation Request



Processing of the transfer work evaluation request will not begin until official transcripts have been received for all colleges to be evaluated.

_____	_____	_____	_____
LAST NAME	FIRST	MIDDLE	OTHER NAMES USED or MAIDEN NAME
MC STUDENT I.D. or SSN/ITIN _____	PHONE NO. (____) _____		
MAILING ADDRESS _____	_____		
_____	NUMBER	STREET	_____
_____	CITY	STATE	ZIP CODE

PLEASE REVIEW AND INITIAL THE FOLLOWING:

- Initial here: _____ Official transcripts *and* a Mendocino College Transfer Work Evaluation Request must be on file before the evaluation can begin. ***The official process can take a minimum of eight weeks.***
- Initial here: _____ All coursework provided will be evaluated and transferred to your Mendocino College transcript, not just passing grades. ***Once an evaluation is completed, transfer work cannot be removed from your transcript.***
- Initial here: _____ 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.
- Initial here: _____ Incomplete forms will be returned to the student. Requests forms are held for six months then returned to the student if an official transcript has not been received within that timeframe.
- Initial here: _____ Transfer courses may be used toward General Education requirements and the Associate Degrees or Certificates at Mendocino College.
- Initial here: _____ Mendocino College only evaluates transcripts from accredited colleges. Evaluations of international transcripts will only be completed for those that have gone through an independent evaluation for U.S. Equivalency by and approved agency (see reverse for list of approved agencies).

I HAVE READ AND UNDERSTAND THESE GUIDELINES:	
_____	_____
Student Signature	Date

CURRENT MAJOR/ACADEMIC PROGRAM: _____ CATALOG YEAR: _____
If you have questions about which academic program to pursue, or need further guidance, please contact the Counseling Department.

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

LIST ALL COLLEGES TO BE EVALUATED:

_____	_____	_____	_____
NAME	CITY/STATE	NAME	CITY/STATE
_____	_____	_____	_____
NAME	CITY/STATE	NAME	CITY/STATE
_____	_____	_____	_____
NAME	CITY/STATE	NAME	CITY/STATE

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) or visit their website, www.naces.org .

A2Z Evaluations, LLC
216 F Street, #29
Davis, CA 95616
www.A2Zeval.com

Center for Applied Research, Evaluations, & Education, Inc.
P.O. Box 18358
Anaheim, CA 92817
www.iescaree.com

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825
www.eres.com

Foreign Educational Document Service
P.O. Box 4091
Stockton, CA 95204
www.documentservice.org

Global Services Associates, Inc.
409 North Pacific Coast Highway, #393
Redondo Beach, CA 90277
www.globaleval.org

International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231
www.ierf.org