

Student Transcript Evaluation Request for Educational Planning Purposes

Please print clearly in black or blue ink. All blanks must be filled-in for this form to be considered.

Use this form to request a transcript evaluation

Please complete the following:

NVC Student ID#

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(7 digit number assigned by the college for identification)

First Name: _____ Last Name: _____

Declared Major or Program: _____

Have you been accepted into a Health Occupations Program? _____ Date: _____

Do you have an interest in transferring to a 4-yr college? YES NO

Please allow up to 6 weeks for processing. Student will be notified of completion of their evaluation by NVC student email. Student can log into their WebAdvisor account and view the "Transcript" link to see evaluation results.

Required to be able to process:

- **Official Transcripts** must be sealed & attached to this form or submitted directly from the institution.
- **Include course descriptions for transcripts prior to 1993.**
- **International Transcripts** require external evaluation before submission. WES (World Education Services) is one example of an evaluation service we accept. <https://www.wes.org/>.
- **Previous institutions** attended must be regionally accredited in order to receive transfer credit.
- Only courses from regionally accredited institutions (i.e. WASC) will be accepted.
- Only lower division courses will be evaluated for transfer credit.

Student Signature: _____ **Date:** _____
 (Signature verifies that you have read and understand the information and requirements of this request.)

Signed : _____ Date evaluated: _____

Napa Valley College evaluators will evaluate and award lower division credit for course work completed at other regionally accredited institutions.