

## Request for Evaluation and Transfer of Previous Credits

Use this form to request an evaluation of previous credits from prior institution(s). Courses are evaluated based on best fit for program(s) listed. Once the evaluation is complete an email will be sent to your MyChemeketa account.

1. Complete and submit this form to one of the following: Enrollment Center, Transcript Evaluation Window 13 in Bldg. 2, fax, or email to evaluation@chemeketa.edu
  - a. Transcripts must be official and from a regionally accredited institution to be evaluated. We do not accept faxed transcripts.
  - b. Evaluations are processed once all transcripts listed on the form have been received.
  - c. Turnaround time is dependent on the volume of requests.

Student ID (K#):           Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Name (as it appears in our records): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number with Area Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Previous Name(s) Used: \_\_\_\_\_

**Check Only if Applicable:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I am attending Chemeketa under <b>Veteran Affairs (VA) Benefits</b><br><i>(Submit this form when enrolling for your first term at Chemeketa. All prior credit needs to be evaluated and reported by the end of your third term at Chemeketa)</i> |
| <input type="checkbox"/> | I have <b><u>applied for a degree</u></b> or certificate at Chemeketa<br><i>(Submit this form and your <a href="#">Application for Graduation</a> by the end of the fourth week of the term <u>prior</u> to the expected term of graduation)</i> |
| <input type="checkbox"/> | I am <b><u>applying for a limited enrollment program</u></b> at Chemeketa<br><i>(All Chemeketa programs are listed on the second page of this form. Limited enrollment programs are designated with an *)</i>                                    |

**Chemeketa is not required to accept all credits from other institutions. Submitted transcripts will not be returned or photocopied.**

**Schools Providing Transcripts for Evaluation:**

School: \_\_\_\_\_ School: \_\_\_\_\_

School: \_\_\_\_\_ School: \_\_\_\_\_

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I have requested official transcripts be sent to Chemeketa   |
| <input type="checkbox"/> | Please use transcripts that are currently on file from a previous evaluation for a different program |

**DEGREE OR CERTIFICATE NAME:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_