



Transfer Work Evaluation Request

EMAILED FORMS MUST BE SUBMITTED WITH YOUR MJC STUDENT EMAIL, OTHERWISE THEY WILL NOT BE PROCESSED. Submit completed form by email to mjcevaluations@mjc.edu, mail, or in-person to the Enrollment Services Office.

General Evaluation Process:

- Official transcripts must be on file and you must be enrolled in courses at MJC **before** the evaluations process begins.
- MJC only evaluates transcripts from Regionally accredited colleges. (Foreign Transcripts must be submitted to an independent evaluation agency for U.S. equivalencies and then submitted to our Enrollment Services Office.)
- Transcripts from out-of-state, private colleges, or coursework that is older than 10 years, may require additional course information.
- All courses posted to your academic record are irreversible.

Prerequisite Clearance: Please allow 2 business days for processing upon submission of this form. Prerequisites must be **completed** with a grade of "C-" or better. An approved clearance request does not guarantee space in any course.

Full Transcript Evaluation: There is a 4-6 week processing time upon submission of this form.

Todays Date: _____

Student Information (Please list your legal name):

Last Name: _____ First Name: _____ Middle Initial: _____

Student ID: _____ Birthdate: _____ Phone Number: _____

Previous Name(s) Used on Academic Records (if any): _____

Check box(s) that apply:

List all colleges to be evaluated: _____

- I would like a full evaluation of my transcript.
- I only want English AND Math posted to clear my CORE step for priority registration.
- I need prerequisites posted to clear my enrollment in the following courses:

MJC Course to be taken	Semester to be taken	Institution	Notes (Office Use Only)	Approved	Denied

Student Signature: _____ **Date:** _____

OFFICE USE ONLY		
Staff Initials: _____	Date Processed: _____	Notified Student via Email: _____
Comments: _____		

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