



## TRANSFER CREDIT EVALUATION REQUEST FORM

To request that Renton Technical College staff evaluate credits earned from other colleges for transfer to your Renton Technical College program certificate and/or degree, please submit this form along with any and all relevant **OFFICIAL** transcripts from colleges/universities you have previously attended.

All official transcripts must be:

- On official security paper provided by the sending institution and sealed in an official envelope, or
- Sent electronically through a verified service directly from the sending institution.

Name\_\_\_\_\_

Previous Name(s)\_\_\_\_\_

RTC Student ID#\_\_\_\_\_

Phone\_\_\_\_\_Email\_\_\_\_\_

Renton Technical College program of study\_\_\_\_\_

Institution(s) Transcripts are coming from International Baccalaureate (IB) exam for 2018-19 student

**Please read all special notes and policies below before signing at the bottom of this form.**

- Courses with a grade lower than 'C' or 2.0 will not be reviewed and cannot be transferred to RTC.
- This form does NOT authorize Renton Technical College to obtain transcripts on behalf of the student. Obtaining all required documents is solely the responsibility of the student.
- Transcripts from countries outside the United States must be accompanied by an evaluation from an NACES approved International Credential Evaluation company. Please go to the National Association of Credential Evaluation Services website at <http://www.naces.org/members.html> to find a list of approved companies.
- Certain programs may have more rigorous requirements to deem courses transferable than indicated above. Please speak with your academic counselor and/or program instructor to verify any special program requirements before requesting your transcripts for evaluation.
- Unofficial transcripts or transcripts that have been opened by anyone but authorized RTC personnel will NOT be accepted.

I have read the above policies regarding this process and consent to having my transcripts evaluated for the purpose of transferring academic credit from schools I have previously attended to Renton Technical College. I also attest that all the information I have provided on this form is correct, true, and belongs to me. I authorize Renton Technical College to contact me using either the phone number or email I have provided above in regards to my attendance and performance at other schools insofar as it relates to the transfer of my academic credit.

Signature:\_\_\_\_\_Date:\_\_\_\_\_