OFFICIAL TRANSFER CREDIT EVALUATION REQUEST FORM

Name: ____________________________________________ Student ID # ____________________________

(First name) ______________________ (Last name) ____________________________________________

List additional names on your transcript(s) (if applicable) ____________________________________________

Address: ____________________________________________________________________________________

Street ______________________ City ______________________ State __ Zip ______________________

BC Email Address: ___________________________@bellevuecollege.edu Phone: (____) ____________

(We will communicate with you via your BC student e-mail address. Create your account at
http://bellevuecollege.edu/netid/ before submitting this request.)

If you are an International student, please list the visa (e.g. F1, F4, etc.) __________________________

1. BOTH requirement A and B must be met to request an official transfer credit evaluation:

   A. You are currently enrolled in credit classes OR have completed credit classes in the past at BC.

   B. You plan to receive an academic degree from BC (see the degree list below).

   (If you do not meet the requirements, do not complete this form, see an advisor for an unofficial review.)

2. Please select ONE of the following degrees which you intend to receive.

Consult an advisor before you select a degree.

☐ Associate in Arts and Sciences DTA*
☐ Associate in Business DTA/MRP*
☐ Associate in Math Education DTA/MRP*
☐ Associate in Science Track 1 (for Biological Sciences, Environmental/Resource Sciences, Chemistry and Earth Science) (attach a degree planning sheet signed by your science advisor)
☐ Associate in Science Track 2 (for Physics and Atmospheric Sciences) (attach a degree planning sheet signed by your science advisor)
☐ Associate in Science Track 2 Engineering MRP* (select one of the following)
    ☐ Bioengineering and Chemical Engineering
    ☐ Electrical and Computer Engineering
    ☐ Other Engineering (Mechanical/Civil/Aeronautical/Industrial/Materials Science)
☐ Associate in Arts General Studies (non-transferable)

*DTA–Direct Transfer Agreement, MRP–Major Related Program

If your degree or certificate is not listed here, do not complete this form; see your program chair or advisor for degree/certificate planning assistance.

3. Submit official transcript(s) in sealed school envelopes.

4. Students who completed courses overseas must provide transcripts & proof of degree in the original language as well as certified English translation, unless the institution only issues transcripts in English. Visit http://bellevuecollege.edu/enrollment/transfer/review/ for alternate evaluation and translation services.

5. Submit course descriptions for coursework completed prior to 1994.

PLEASE TURN OVER AND COMPLETE THE OTHER SIDE
List all previous colleges or universities attended

<table>
<thead>
<tr>
<th>NAME of Institution Attended</th>
<th>Dates of Attendance</th>
<th>Degree Obtained (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please read and sign

Student Authorization: I hereby request an official credit evaluation of courses completed at other institution(s). I am responsible for providing the necessary information for BC to make a decision on the equivalency of those courses. I attest the submitted transcript(s) and document(s) are true and accurate to the best of my knowledge.

I understand the following conditions must be met before the official credit evaluation can be processed:
1) Currently enrolled in credit classes or have taken credit classes in the past at BC.
2) Plan to receive an academic degree from BC.
3) Submitted official transcripts.
4) Submitted course descriptions for credits earned prior to 1994.
5) Submitted English translations for all transcript(s) and course description(s) which are in a language other than English.

_______________________________________________________  ____________________
Student signature           Date

Policies for transfer-in credits:

- Semester credits are converted to quarter credits by multiplying 1.5. For example, one semester credit equals to 1.5 quarter credits, 3 semester credits equal to 4.5 quarter credits.
- Transfer courses are not listed on BC official transcript.
- A maximum of 60 transfer credits can be applied to a BC associate degree, or two-third of the required credits for your program.
- Transfer credits and grades are not included in your BC cumulative GPA, but they will be calculated into the degree or certificate GPA for graduation.
- Credits with less than a “D” or “1.0” grade are not counted toward graduation requirements.
- Processing time for transfer credit review may take up to 16 weeks.
- You will receive an e-mail notification when the credit review is complete. After that, you can use the online Degree Audit to view how your previous credits are applied to your program at BC.

Submit this form to the Evaluations Office, B125, 3000 Landerholm Circle SE, Bellevue, WA 98007-6484, or email to evaluations@bellevuecollege.edu. Visit www.bellevuecollege.edu/enrollment/transfer/ for additional information about transferring credit to BC.