

## Transfer of College Credits Request

*(Please return to the Office of Admissions)*

In order to review your transcript(s), please note the following must be completed prior to submitting this form:

- Official transcript(s) from the college(s) listed below is in your admissions file.
- Your declared major on file matches what you list below.
- You are currently attending RCGC. If previously attended, your admissions file may need updating.

*An admissions representative will verify your file is complete prior to processing.*

Name: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

RCGC Student Identification Number: A \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Major at RCGC: \_\_\_\_\_

*If you change your major, you need to request another evaluation.*

Name(s) of College(s) to be evaluated for Transfer of Credits:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY		
Rec'd. <input type="checkbox"/>	Official <input type="checkbox"/>	Img. <input type="checkbox"/>
Rec'd. <input type="checkbox"/>	Official <input type="checkbox"/>	Img. <input type="checkbox"/>
Rec'd. <input type="checkbox"/>	Official <input type="checkbox"/>	Img. <input type="checkbox"/>

Signature \_\_\_\_\_

Date \_\_\_\_\_

- ✓ *Once all required documentation has been received, your transcript(s) will be evaluated for transfer credits into RCGC for the **degree program (major) you selected**. Only courses with a grade of "C" or higher from a regionally accredited institution will qualify as transferable.*
- ✓ *You will be notified by email, from [transfeval@rcgc.edu](mailto:transfeval@rcgc.edu), of the evaluation results.*
- ✓ *Current students: Evaluation results will be added to your RCGC transcript immediately upon completion of request.*
- ✓ *New students: Evaluation results are preliminary. Credits will become official on the 10<sup>th</sup> day of classes in the first semester you are enrolled at RCGC.*