



# WAUBONSEE COMMUNITY COLLEGE

## TRANSCRIPT EVALUATION REQUEST FORM

It is the student's responsibility to request official transcripts for previous colleges. Evaluation of credit cannot be processed until all transcripts have been received. Evaluations will take two to four weeks to complete once all transcripts have been received. Students will be notified by mail. It is the student's responsibility to follow up with Counseling and Advising. During peak periods of August and January, please do not wait for your evaluation before seeing a counselor.

1. Submit official transcripts to: **Admissions and Records, Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.**
2. Complete a New Student Information Form if you have not already done so.
3. Complete this form and submit to Counseling and Advising.

### *Personal Information*

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or X Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI Former Last Names

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

City, State, Zip Code: \_\_\_\_\_

Home  Cell  Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

### *Academic Information*

Have you completed a FAFSA?  Yes  No

Major Code: \_\_\_\_\_ Major: \_\_\_\_\_

Please list all colleges and universities you have attended. You must send **all** OFFICIAL transcripts to the Admissions and Records Office before an evaluation of credit will be completed.

Name of College/University	City/State	Dates Attended

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

### TRANSCRIPT EVALUATOR USE:

DATE RECEIVED: \_\_\_/\_\_\_/\_\_\_ EVALUATION COMPLETED: \_\_\_/\_\_\_/\_\_\_ STUDENT NOTIFIED: \_\_\_/\_\_\_/\_\_\_

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