

Request for Transfer Evaluation Form

Students must be enrolled in courses prior to an evaluation being completed. Check back of form for certain exceptions.

Name: _____ Date: _____
Student ID # _____ SSN: _____
Former Name(s): _____ Daytime Phone: _____
Address: _____
City/State/Zip: _____
Program of Study: _____

Records to be Evaluated: Indicate all that apply:

College/University Transcripts (Official Transcripts Required)

Dates of Attendance

1. _____
2. _____
3. _____
4. _____

SDV 100 Waiver: Yes No (Associate's degree or higher required for waiver.)

Highest Degree Received/Location/Date Conferred: _____

Examinations: List tests

AP _____ Cambridge _____
CLEP _____ IB _____
DANTES _____ Other _____

Military Service Schools: In order to receive more than PED Elective credit, full names of service schools with dates of attendance and location should be included on the documentation.

DD 214 (Discharged/Retired) DD 295 (Active Duty)

CCAF/Air University Certifications

JST (Joint Services Transcript) includes Army, Coast Guard, Marine Corps, Navy.

Active Duty/ Reserve/ Veteran

Are you receiving or planning on receiving Veterans Benefits: Yes No

I have applied for admission to Virginia Peninsula Community College and I understand that all official documentation must be provided to the Enrollment Services Office prior to an official evaluation taking place.

Student Signature: _____

For Office Use Only: App _____ Act _____

Enrollment Services 2022

Received By: _____ Date: _____

Evaluation Complete/Notification Sent _____

It is the student's responsibility to...

- Initiate the transfer evaluation process.
- Have official transcripts sent from all previously attended institutions well in advance of registering for classes at Virginia Peninsula to avoid repeating a course that may equate to a course taken at a prior college.
- Provide appropriate documentation for the review of non-traditional education. (i.e., exams, military, etc.).
- Submit a Request for Transfer Evaluation form for all previous education (traditional and non-traditional).
- Provide additional information regarding previous courses, when requested.
- Check your Virginia Peninsula email regularly. When your evaluation is completed you will be notified via that email account only.
- Have international transcripts evaluated by a member of the National Association of Credential Evaluators or one that is approved by the Virginia Department of Education. A course-by-course evaluation is needed. (Fees and time necessary to complete your credential review vary with each agency. Make sure you start the process well in advance of enrollment at Virginia Peninsula.)

Things you should know...

- Have your official transcripts, examinations or translated foreign transcript (report) mailed to:

Virginia Peninsula Community College Hampton Campus Enrollment Services 99 Thomas Nelson Drive Hampton VA 23666	OR	Virginia Peninsula Community College Historic Triangle Office of Student Development 4601 Opportunity Way Williamsburg VA 23188
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- Your Request for Transfer Evaluation form may be submitted in the following ways:
Faxed to:

Hampton Campus 757-825-2763	OR	Historic Triangle 757-253-4498
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In Person

Hampton Campus Admissions, Records & Registration Office Room 208-Griffin Hall	OR	Historic Triangle Office of Student Development Room 117
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- Have you attended another Virginia Community College? Official transcripts are not required from other VCCS colleges; however, a Request for Transfer Evaluation form is required.
- If you have a negative indicator that holds your transcript at one of our sister VCCS schools, we will be unable to process your request until that hold is cleared at the other institution.
- Only courses with a grade of C or higher can be considered for transfer (including the grades of C+ & C-).
- Transfer courses are not included in the calculation of your Virginia Peninsula grade point average (GPA).
- If you receive an SDV 100 waiver, the 1 credit hour is still required to meet degree totals. You can satisfy the one credit hour in any discipline.

If you have further questions regarding transfer evaluation, you may contact the following numbers:

Hampton Campus
757-825-3517

Historic Triangle Campus
757-253-4755

Exceptions:

VA Benefits
TA Students
Nursing and Dental Hygiene Applicants

Enrollment Services 2022