



TRANSCRIPT EVALUATION REQUEST FORM

Community College of Vermont

for students who wish to transfer credits from other colleges to CCV

Step 1

Contact each college or university you have attended and request that they send your transcript to CCV at the address below. **Please be aware that many institutions charge a fee for this service.**

Step 2

Complete this form.

Name _____

Social Security Number _____

Address _____

Other names under which you have attended college:

Colleges from which you have requested transcripts:

Your CCV location or academic advisor's name _____

Step 3

Mail this form to:

Student Records Office

CCV, PO Box 120, Waterbury, VT 05676-0120

Financial aid recipients must have transcripts evaluated and a degree plan completed by the end of their first semester. Failure to do so may result in ineligibility for financial aid.

You may request to have your transcript evaluation waived by submitting a form available at any CCV location or at www.ccv.edu. Waivers may be granted if you have previously attended college for only one semester and did not complete any class with a grade C- or higher, or if the college will not release your official transcript due to an unpaid account. All other reasons for requesting a transcript waiver should be submitted in writing and will be reviewed on an individual basis. Submit your transcript waiver request form to the Student Records Office at the address above.