



## Request for an Evaluation of a VCCS Transcript

Central Admissions & Records  
P.O. Box 85622  
Richmond, VA 23285  
804.523.5029 (office) - 804.371.3650 (fax)

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**(Note: Transcripts are evaluated for curricular students only.)**

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Student's First Name

Last Name

EmplId Number

Other names used: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Major at JSRCC: \_\_\_\_\_

By submitting this request I understand the following:

- Only courses that apply to the declared major indicated above will be transferred. I will need to submit another request form if I change my major and would like a re-evaluation for the new major.
- Grades do not transfer and thus will not affect my GPA at JSRCC.
- Only credit courses with a grade of 'C' or higher will transfer.
- Grades of 'S', 'P' and the like will not receive transfer credit unless the transcript legend or other official documentation indicates that this form of grade is equivalent to a 'C' or higher.
- This request covers courses that are a part of the record at the time of the request. Another request will be needed for additional courses taken after this initial request.

List the VCCS transcript(s) to be evaluated:

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Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_