



# Transfer Work Evaluation Request

**EMAILED FORMS MUST BE SUBMITTED WITH YOUR MJC STUDENT EMAIL, OTHERWISE THEY WILL NOT BE PROCESSED. Submit completed form by email to [mjcevaluations@mjc.edu](mailto:mjcevaluations@mjc.edu), fax, mail, or in-person to the Evaluations Office.**

## **Transfer Work Evaluation Information and Guidelines:**

- Enrollment at MJC is required in order to be eligible for evaluation.
- **Official transcripts must be on file before the evaluation process officially begins.**
- Transfer courses may be used toward the Associate Degree, Certificate, or Skills Recognition awards and General Education requirements.
- MJC only evaluates transcripts from Regionally accredited colleges. (Foreign Transcripts must be submitted to an independent evaluation agency for U.S. equivalencies and then submitted to our Records Office.)
- Transcripts from out-of-state private colleges, or coursework that is older than 10 years, may require a college description, syllabus or course outline. This may delay the evaluation process.

**Transfer Work Evaluations may take up to 8 weeks to be processed. An evaluation of your coursework will show the coursework completed at other accredited colleges that has been accepted at Modesto Junior College. Once completed, the transfer coursework will appear on your MJC unofficial transcript.**

**Student ID:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

### **Student Information (Please list your legal name):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Previous Name(s) Used on Academic Records (if any): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_@student.yosemite.edu

### **Evaluation Information**

What is your Educational Goal?     Associate Degree     Certificate     Other \_\_\_\_\_

List all colleges to be evaluated:

\_\_\_\_\_  
\_\_\_\_\_

Official Transcripts were sent to MJC Records Office on \_\_\_\_\_ (Date)

Please note: Transcripts do not need to be attached to this form if they were already received by our Records Office. Allow at least 8 weeks for transcripts to be received and processed.

**Student Signature:** \_\_\_\_\_

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

**OFFICE USE ONLY**

Evaluator: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Notified Student via Email: \_\_\_\_\_

Notes: \_\_\_\_\_