



Transfer Work Evaluation Request

Submit completed form by email to 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 4 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: w _____

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: _____