



TRANSFER CREDIT EVALUATION REQUEST FORM

To request that Renton Technical College staff evaluate credits earned from other colleges for transfer to your Renton Technical College program certificate and/or degree, please submit this form along with any and all relevant **OFFICIAL** transcripts from colleges/universities you have previously attended.

All official transcripts must be:

- On official security paper provided by the sending institution and sealed in an official envelope, or
- Sent electronically through a verified service directly from the sending institution.

Name _____

Previous Name(s) _____

RTC Student ID# _____

Phone _____ Email _____

Renton Technical College program of study _____

Institution(s) Transcripts are coming from _____

Please read all special notes and policies below before signing at the bottom of this form.

- Courses with a grade lower than 'C' or 2.0 will not be reviewed and cannot be transferred to RTC.
- This form does NOT authorize Renton Technical College to obtain transcripts on behalf of the student. Obtaining all required documents is solely the responsibility of the student.
- Transcripts from countries outside the United States must be accompanied by an evaluation from an NACES approved International Credential Evaluation company. Please browse to <http://www.naces.org/members.html> for a list of suggested companies.
- Certain programs may have more rigorous requirements to deem courses transferable than indicated above. Please speak with your academic counselor and/or program instructor to verify any special program requirements before requesting your transcripts for evaluation.
- Unofficial transcripts or transcripts that have been opened by anyone but authorized RTC personnel will NOT be accepted.

I have read the above policies regarding this process and consent to having my transcripts evaluated for the purpose of transferring academic credit from schools I have previously attended to Renton Technical College. I also attest that all the information I have provided on this form is correct, true, and belongs to me. I authorize Renton Technical College to contact me using either the phone number or email I have provided above in regards to my attendance and performance at other schools insofar as it relates to the transfer of my academic credit.

Signature: _____ Date: _____