



## Transcript Evaluation Request Form

Student Full Legal Name (Please Print): \_\_\_\_\_

Germanna Student ID Number: \_\_\_\_\_

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

Current Term (Fall, Spring, or Summer): \_\_\_\_\_

Current Year: \_\_\_\_\_

If you wish to have transcripts from another institution, including another VCCS college, evaluated for transfer credit, please follow these instructions:

1. Request official transcripts, AP Scores, IB Scores, and CLEP Scores from all previously attended institutions and Military Training. (Official transcripts from other VCCS institutions are not required.)
2. After requesting official transcripts, complete and submit this form to the Welcome Center or Admissions and Records. This may be done:
  - a. In person
  - b. By email to [transcripts@germanna.edu](mailto:transcripts@germanna.edu)
  - c. By fax to (540) 423-9158
  - d. By mail to: Germanna Community College  
ATTN: Admissions and Records  
PO Box 1430  
Locust Grove, VA 22508

Former/Maiden Name(s): \_\_\_\_\_

Program of Study/Curriculum: \_\_\_\_\_

Transcripts to be Evaluated (including AP, IB, CLEP scores and military training):

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Student's Name (Please Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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