



REQUEST FOR TRANSCRIPT EVALUATION

Before McHenry County College can process your Request for Transcript Evaluation you must:

- Be pursuing a degree or certificate at MCC.
- Have an OFFICIAL transcript from each college or university attended sent directly to the MCC Admissions Office, Room A262. A transcript is considered official if it is received by the Admissions Office in a sealed envelope from the issuing institution. **Credits are not accepted from non-accredited institutions.**

NOTE:

- Evaluation requests are processed in approximately 4 – 6 weeks.
- Notification of completed evaluation will be mailed.
- Submit this completed form to:
MCC Admissions Office, A262
8900 US Highway 14
Crystal Lake, IL 60012

If you have questions regarding your transcript evaluation, please contact 815-479-7632 or 815-455-8932.

CURRENT DATE _____ STUDENT I.D. # _____ BIRTH DATE _____

NAME _____
Last First Middle Initial

FORMER NAME(S) _____

ADDRESS _____
Number and Street City State Zip Code

PHONE NO. _____
Area Code & Number

IMPORTANT: Please indicate the degree or certificate you plan to pursue at MCC (select one below). A degree / certificate must be indicated or the evaluation cannot be processed. If you are uncertain which to list, please visit the Advising & Transfer Center in Room A257. Credit will be given only for those hours applicable to the degree / certificate program listed below.

- ___ Associate in Arts (A.A.)
- ___ Associate in Science (A.S.)
- ___ Associate in Engineering Science (A.E.S.)
- ___ Associate in Fine Arts-Fine Art Emphasis (A.F.A.)
- ___ Associate in Fine Arts-Music Emphasis (A.F.A.)
- ___ Associate in Applied Science (A.A.S.) in: _____
- ___ Certificate of Completion in: _____
- ___ Associate in General Education (This degree is not transferable)

IMPORTANT: List colleges / universities previously attended which you would like evaluated for transfer credit.

1. _____
2. _____
3. _____