

## Request for Transcript Evaluation

Credits earned at other regionally accredited institutions for transfer to McHenry County College are evaluated upon student request. *Credits are not accepted from non-accredited institutions.*

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

- Be enrolled in a degree or certificate program at McHenry County College
- Provide official transcripts from each previously attended institution. *Official transcripts must be directly submitted by your previous school. Transcripts may be submitted to MCC Admissions, Room A260, in a sealed envelope from the issuing institution, via postal mail, or through secure transcript services such as National Student Clearinghouse or Parchment.*

Notification of your completed evaluation will be emailed. If you have questions regarding your transcript evaluation, please contact the Credentials Evaluation Office at [spiraino@mchenry.edu](mailto:spiraino@mchenry.edu) or 815-455-8768.

### Submit your completed Request for Transcript Evaluation to:

MCC Admissions, Room A260  
McHenry County College  
8900 US Hwy 14  
Crystal Lake, IL 60012-2761

Date \_\_\_\_\_ Student ID# \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_

Former Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please declare your degree/certificate intention below. Transfer credit is awarded only for those hours applicable to your declared degree/certificate program. *A degree/certificate must be selected or the evaluation cannot be processed. If you are not certain which to select, please contact the MCC Advising Center at [advising@mchenry.edu](mailto:advising@mchenry.edu), 815-479-7565, or visit your Advisor in Room A257.*

Associate in Arts (A.A.)

Associate in Science (A.S.)

Associate in Engineering Science (A.E.S.)

Associate in Fine Arts - Art (A.F.A.)

Associate in Fine Arts - Music (A.F.A.)

Associate in Applied Science (A.A.S.) in: \_\_\_\_\_

Certificate of Completion in: \_\_\_\_\_

Associate in General Studies (This degree is not transferable)

*Please list previously attended institutions from which you would like your transcripts evaluated:*

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

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

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