

# Transfer Credit Evaluation Request

## Eligibility:

To be eligible for a transfer evaluation you must be an admitted student. That means that you have applied for admissions; and paid the admissions fee. You also must have your official transcripts on file in the Admissions Office. Your application will not be processed without them.

**Transfer Credit Policy:** Administrative Rule 4020-08

## Instructions:

Fill out the application below, and in approximately two to four weeks you will need to check the results of your evaluation on SIS. The evaluation will tell you what courses are equivalent to LBCC General Education courses and which ones are accepted for general elective credit at LBCC.

## Application:

Name \_\_\_\_\_

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

Previous Names/SSNs used at other institutions: \_\_\_\_\_

Address \_\_\_\_\_  
Street Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

What degree do you plan to earn? \_\_\_\_\_

Advisor's name \_\_\_\_\_

College credit from another institution will be evaluated only from the OFFICIAL TRANSCRIPT on file at the time this form is submitted.

List the previous colleges that you have attended. Please make sure that we have your transcript on file.

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

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

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

Are you currently enrolled at LBCC? Yes  No

Is this your first term at LBCC? Yes  No

Have you applied for Financial Aid? Yes  No

Students signature \_\_\_\_\_

Date \_\_\_\_\_

**What Next?** An evaluation of your transfer coursework is just the first step you need to take to chart your progress toward your educational goal at LBCC. After you get the results you should:

1. Read the graduation and degree requirements in the Catalog.
2. Print a graduation worksheet from <http://www.linnbenton.edu/admissions/GradWorksheets.html> for your degree.
3. Check off general education requirements that have equivalencies listed on your transfer evaluation. If you have questions, contact the Admissions Office.
4. Check off program requirements that have equivalencies listed on your transfer evaluation. If you have questions, contact your department advisor. If you don't know who your advisor is, check with admissions.
5. Keep in contact with your advisor as you progress so you don't have any surprises as you get closer to completing your degree.
6. Approximately two terms before you expect to graduate, make an appointment with your advisor to go over your final plans. At this time, have your advisor sign off on your worksheet under program requirements.
7. Bring your signed worksheet to the Admissions Office and apply for graduation.

Submit to: LBCC Admissions, 6500 Pacific Blvd. SW, Albany OR 97321