TRANSFER EVALUATION FORM
Procedure for Evaluation of Transfer Credit

1. It is the student’s responsibility to request official transcripts from all previous institutions attended. Official transcripts/documents must be sent directly to Atlantic Cape’s Admissions Office from the previous institutions.

2. Students must complete the information below and return it to the Admissions Office with a $25 processing fee. **If the transfer information might be listed under a former or maiden name, please indicate it in the appropriate space below.** The fee must be paid prior to evaluation. Make check or money order payable to ACCC. Return the form with the payment to: Admissions Office, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330. Please allow 6-8 weeks for processing.

3. For any questions, call Barbara Clark at 609-343-5006, 609-463-4774, ext. 5006, or e-mail bclark@atlantic.edu

STUDENT ID: ____________________________ DATE OF BIRTH: ____________________________

NAME: ____________________________________________________________________________

Last                                                             First                         Maiden/Former Last Name

ADDRESS: __________________________________________________________________________

Street                                                          City                           State                   Zip Code

E-MAIL ADDRESS: _____________________________________ PHONE: ____________________________

DEGREE PROGRAM/MAJOR AT ATLANTIC CAPE: ______________________________________________

I AM REQUESTING EVALUATION OF THE FOLLOWING:

- [ ] College Transcript (List Below)     [ ] Joint Services Military Transcript     [ ] Advanced Placement
- [ ] International Education            [ ] Prior Learning Assessment              [ ] CLEP
- [ ] Police Academy                      [ ] High School Articulation Agreement

COLLEGES PREVIOUSLY ATTENDED:

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Student Signature ___________________________________________ Date ____________________