

## OCCC INTERNATIONAL TRANSCRIPT EVALUATION REQUEST

\_\_\_\_\_  
**Name** **ID#**

\_\_\_\_\_  
**Street Address** **City** **State** **Zip**

\_\_\_\_\_  
**E-mail Address**

Have you been admitted to Oklahoma City Community College? \_\_\_\_\_

Do you plan to earn a degree from Oklahoma City Community College? \_\_\_\_\_

\*\*\*\*Be advised that you will only receive credits that can be used to meet requirements for the degree you have declared at OCCC. This will be reflected on your record once you have completed 12 credit hours at OCCC\*\*\*\*

If yes, have you officially declared your major? \_\_\_\_\_ If yes, please list the major.

\_\_\_\_\_  
\*\* If no, you should see an Academic Advisor immediately to officially declare a major.

List the Institution and Country of the transcript you wish to have evaluated.

\_\_\_\_\_  
Institution Country

\_\_\_\_\_  
Institution Country

~~If the transcript is in a language other than English, it is the student's responsibility to have the transcript translated into English.

~~Course Descriptions may be required; if so, it is the student's responsibility to obtain these from the Institution in question.

~~Once the initial evaluation has been done by the Graduation Department, the student will be notified of the next step. Often times, a third party must be contacted to evaluate the transcript; if this is the case, it is the student's responsibility to contact said third party and pay the appropriate fees.

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

Received by: \_\_\_\_\_ Date: \_\_\_\_\_