

# Transfer Credit Evaluation Request

**WE DO NOT PRE-EVALUATE TRANSCRIPTS PRIOR TO REGISTERING.**

If you would like to have prior college transcript(s) evaluated, and credits transferred to GCC,  
Please complete this form and return it to  
Gateway Community College, Admissions Office, 20 Church Street, New Haven, CT 06510  
Fax: 203-285-2260, Email: Admissions@gatewayct.edu

Banner Student ID @ \_\_\_\_\_

Name \_\_\_\_\_ Former/Maiden Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**To have a college transcript evaluated:**

- You must be enrolled in a degree or certificate program .
- If you have applied for a degree or certificate program your file must show completion of high school.
- You must be registered for a course with-in the semester you are submitting this form.
- Transfer Credit Evaluations will not be completed for non-degree seeking students.
- Please bring an UNOFFICIAL transcripts with you to your advising session.

Degree/Certificate Program currently enrolled at Gateway Community College \_\_\_\_\_

I am REQUESTING a RE-EVALUATION because of:  
Additional Classes taken \_\_\_\_\_ Change of Program/Major \_\_\_\_\_

Please list the prior college(s) whose transcript(s) you would like to have **evaluated for** credit:

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

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

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

You **MUST** have an **OFFICIAL SEALED** college transcript from each institution that you have attended sent directly to the Admissions Office. The transcript will be considered unofficial if it is opened, and will not be evaluated for transfer credit. Student copies of transcripts or printouts are unacceptable for transferring credits. **A "Transfer Credit Evaluation Request" form must be submitted each time an evaluation is requested.**

Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C- minus" or better, or with a grade of "P" (Pass). For the exception of **English**, you must have a letter "C" or better. Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.

Please note: Once we receive your official transcript, your evaluation will be will be completed in chronological order.

**Upon completion of your evaluation, you will be notified via email.**  
**You may however, view your transfer credits on the web at [www.online.comnet.edu](http://www.online.comnet.edu). Login, go to Student Records: and select "Academic Transcript".**

For further information, see Transfer Policies, Course Credit for Prior Learning, and College Level Examination Program.