



CHANDLER-GILBERT COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

Transcript Evaluation Request Form

- Submit this form to the Admissions & Records Department after confirming **all** official transcripts have been received.
- Transcripts must be sent directly to Admissions & Records from the originating institution to be considered “official”.
Note: Hand-carried transcripts are considered “unofficial” even if envelope is sealed.
- Students must be currently enrolled in CGCC classes to receive an evaluation.
- Please allow a minimum of 6-8 weeks for evaluation results. During peak times, requests may take longer.

Student Information

First Name: _____ Last Name: _____

Former/Previous Name(s): _____

Student ID: _____ Date of Birth (mm/dd/yy): _____ Phone #: _____

Mark any of the following that apply:

- An evaluation is needed to determine my **Financial Aid** eligibility.
- An evaluation is needed to determine my **Veterans Education Benefits**.
- An evaluation is needed to determine my **Graduation** eligibility for the *current* semester.

Transcripts to be Evaluated

College/University Name

State

College Use Only

Received

Received

Received

Received

Received

Transcripts will be held for one year from the date they are received. If there is no Transcript Evaluation Request Form on file, students may be required to re-send official transcripts.



Transcript Evaluation FAQ's

- **Where should I send my official transcript(s) for evaluation?**

Chandler-Gilbert Community College
Admissions & Records Department
2626 East Pecos Road
Chandler, AZ 85225

- **How can I verify Chandler-Gilbert Community College has received my official transcript(s)?**

Login to your official Student Email (MEID@maricopa.edu) at my.maricopa.edu.

An email with the subject line, "**We Have Received Your Official Transcript(s)**" will confirm that CGCC has received your official transcripts and state the name of the originating college.

If you have requested multiple transcripts to be sent to CGCC, please ensure you receive a separate email for each transcript received, before submitting the Transcript Evaluation Request Form to the Admissions & Records Department.

OR

Call the Admissions & Records Office at 480.732.7000 and speak to a staff member.

- **Does Chandler-Gilbert Community College evaluate transcripts from foreign countries?**

For students who have completed coursework outside the United States, foreign transcripts must be:

- Evaluated by an *approved International Credential Evaluation Agency*.
 - [List](#) of approved agencies. CGCC does not endorse any particular agency listed.
- Evaluations must include a course-by-course evaluation and be translated into English (if applicable).

If students plan to transfer to a university, CGCC strongly recommends students contact the transfer university regarding the evaluating agencies they accept.

- **Where can I review the evaluation results?**

Login to you Student Center. Use the drop down menu titled, **other academic...**
Select **Transfer Credit Report** then click on the arrows next to it.

CGCC recommends speaking to an academic advisor about how your transfer credits apply to your program of study.