

CLOVER PARK TECHNICAL COLLEGE

Excellence. Experience. Employment.

REQUEST FOR TRANSFER OF CREDIT FORM

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

This Form is for transfer of college level academic cores: (example: Mathematics, Human Anatomy /Physiology.) Any other applicable program courses will be sent by the Credentials Evaluator to the program instructor for evaluation.

Step 1: Complete the form below and submit to Student Records in Bldg. 17.

Social Security # _____ Student ID # (If applicable) _____
Social Security Number CPTC Student ID Number

Student Name _____
Last Name First Name Middle Initial

Previous Last Names _____
Last Name First Name

Mailing Address _____
P.O. Box or Street Apt Number or Unit

_____ City State Zip Code

Email address: _____

Contact Number(s): _____ Birth date: ____/____/____
Preferred Contact Number Alternative Contact Number

CPTC Program Title _____

Step 2: You will need to contact the college or institution you attended and request an **Official Transcript** be sent to CPTC to the address below:

*Official Transcripts being submitted by the student **must** be sealed by the college or institution.
Opened transcripts will be considered unofficial and **cannot** be used for transfer of credits.*

Beve Custard / Credentials Evaluator
Clover Park Technical College
4500 Steilacoom Boulevard SW
Lakewood, WA 98499-4098

Name of Colleges where you earned your credits and/or Official Transcripts are coming from:

College/Institution Name:	Date transcript submitted/ requested to be sent to CPTC:
Transfer College 1	
Transfer College 2	
Transfer College 3	
Military	
Other	
High School	

Student Questions/Comments:

Review the **Transcript Review Process for Transfer of Credit & College Placement** handout for more information on credit transfers or contact Beve Custard, Credentials Evaluator at 253.589.6003.