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 (FERPA), the college must protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposed of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

This form is _required_ for transfer of college level courses. Any applicable program coursework will be sent by the Credentials Evaluator to the program instructor for evaluation.

Step 1: Complete the form below and submit to Enrollment Services in Bldg. 17, Room 130

Social Security # _____   ctcLink ID (or previous SID) # _____-_____-_____

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 you attended and request an <u>Official Transcript</u> be sent to CPTC to the address or email address for electronic transcripts 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.

Mailing Address: **Enrollment Services Office**   **Email:**   **evaluator@cptc.edu**
                             Clover Park Technical College
                             4500 Steilacoom Boulevard SW
                             Lakewood, WA 98499-4098

Name of colleges that your official transcripts are coming from:

College 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:

_____   _____

Signature   Date   7/20/18 tsongao

Transcript Review Process for Transfer of Credit

*Transfer of credit evaluations may take up to **3 weeks** upon receipt of the transcript. Once the evaluation is complete, a **Transfer-in Report** showing courses and credits transferred into Clover Park Technical College will be **sent to your student email**. Please plan ahead.*

To transfer coursework from another college or institution into Clover Park Technical College it must meet the following conditions:

1. Coursework must be **college level** and be completed at a **regionally accredited institution *and* graded a "C" (2.0) or better.** *Note: requirements may be higher for specific programs. (Example: Practical Nurse program requires "B" (3.0) or higher.)*

2. Transfer-in credits cannot be more than 75% of the credits needed for program completion.

3. If you have a previous name, complete the **Request for Transfer of Credit Form** and submit to Enrollment Services.

4. Contact the previous college or institution you attended and request an Official Transcript be sent to the following address or email address for electronic transcripts:

   Mailing Address: Enrollment Services
   Clover Park Technical College
   4500 Steilacoom Boulevard SW
   Lakewood, WA 98499-4098

   Email Address: Evaluator@cptc.edu

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

Electronic Transcripts must be sent directly from the college. Transcripts emailed from the student will be considered unofficial and **cannot** be used for transfer or credits.

For information regarding CLEP, AP, DSS, IB, and Credit for Non-Traditional Learning please visit www.cptc.edu/transfer-to

For questions regarding official transfer of credits, contact the Credentials & Student

Completion Specialist at: Phone: 253-589-6003   Email: evaluator@cptc.edu