

Request for Transcript Evaluation

Credits earned at other regionally accredited institutions for transfer to McHenry County College are evaluated upon student request. **Credits are not accepted from non-accredited institutions.**

Before McHenry County College can process your Request for Transcript Evaluation you must:

- Be enrolled in a degree or certificate program at McHenry County College
- Provide official transcripts from each previously attended institution
**Official college transcripts must be directly submitted by your previous school. Transcripts may be submitted to MCC Admissions, Room A260, in a sealed envelope from the issuing institution, via postal mail, or through secure transcript services such as Parchment or National Student Clearinghouse.*

Notification of your completed evaluation will be emailed. If you have questions regarding your transcript evaluation, please contact the Credentials Evaluation office at ybrennan@mchenry.edu or 815-479-7632.

Submit your completed Request for Transcript Evaluation to:

MCC Admissions, Room A260
McHenry County College
8900 US Hwy 14
Crystal Lake, IL 60012-2761
admissions@mchenry.edu

Date ____/____/____ Student ID# _____ Birth Date ____/____/____

Name _____

Former Name(s) _____

Address _____

Phone _____ Email _____

Please declare your degree/certificate intention below. Transfer credit is awarded only for those hours applicable to your declared degree/certificate program.

**A degree/certificate must be selected or the evaluation cannot be processed. If you are not certain which to select, please contact the Academic Advising office at advising@mchenry.edu, 815-479-7565, or Room A257.*

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Engineering Science (A.E.S.)
- Associate in Fine Arts - Art (A.F.A.)
- Associate in Fine Arts - Music (A.F.A.)
- Associate in Applied Science (A.A.S.) in: _____
- Certificate of Completion in: _____
- Associate in General Studies (This degree is not transferable)

Please list previously attended institutions from which you would like your transcripts evaluated:

1. _____
2. _____
3. _____
4. _____