

## Process for transcript Evaluation:

### Step 1

Determine if either a *prerequisite clearance* or a *transcript evaluation* is most appropriate.

- Prerequisite clearances allow you to register for classes based on prerequisite courses taken at another institution. Review for clearance can take 3-4 weeks, more information can be found here:  
<http://www.deanza.edu/admissions/placement/prerequisites/>
- Transcript evaluations award you credit(s) from courses taken at other academic institutions, which can be used toward fulfilling coursework at De Anza and/or subsequently transferring to another academic institution. Review for transcript evaluation can take at least 3 months.

Please follow the steps below for initiating a transcript evaluation.

### Step 2

Request *official* transcripts from all former academic institutions needed to be evaluated and have them mailed or hand-delivered to the front desk of Admissions and Records in the Registration and Student Services building. **\*Please note that all official transcripts must arrive in a sealed envelope – they must *not* be opened.**

#### **Mailing address:**

Admissions and Records  
De Anza College  
21250 Stevens Creek  
Blvd. Cupertino, CA  
95014

### Step 3

Fill out a Transcript Evaluation Request form, which can be found either at the front desk of Admissions and Records, or found here:  
[http://deanza.edu/counseling/pdf/request\\_transcript\\_eval.pdf](http://deanza.edu/counseling/pdf/request_transcript_eval.pdf).  
All forms can be submitted at the Admissions and Records front desk.

### Step 4

Once an evaluation has been completed, an email notification will be sent (please note that the process may take up to three months). Please make sure to check DegreeWorks to view awarded credit(s) and consult an academic counselor if there are any questions about the evaluation results. Appointments can be made by calling 408.864.5400 or utilizing the online appointment system:  
<http://daappointments.deanza.edu/counseling/eSARS.asp?WCI=Init&WCE=Settings>

# Request for Transcript Evaluation

**INSTRUCTIONS:** Submit request for Evaluation form and official unopened transcripts to Admissions and Records office by hand or by mail to: **De Anza College, Admissions & Records Office**  
**21250 Stevens Creek Blvd., Cupertino, CA 95014**

## PLEASE TYPE OR PRINT YOUR INFORMATION

STUDENT CWID# \_\_\_\_\_ DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CURRICULUM / MAJOR TITLE \_\_\_\_\_

TRANSCRIPTS TO BE EVALUATED (**Please list name of College/University**)

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

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

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

4. \_\_\_\_\_

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