



Return completed form to:
 Highline College
 Credentials Evaluator MS 6-4
 2400 S 240th St
 Des Moines, WA 98198-9800
 incomingtranscripts@highline.edu

Request to Evaluate Official Transcripts from Other Institutions

DO NOT SUBMIT TRANSCRIPTS UNLESS YOU ARE OBTAINING A DEGREE OR CERTIFICATE FROM HIGHLINE COLLEGE

For students planning to complete a Highline degree, such as a BAS, AA, AS, AAS or Certificate:
 Use this form to request an evaluation of official transcripts from other colleges, universities, Advanced Placement testing, technical, CLEP, Int'l Baccalaureate and military education

NOTE:

1. Coursework transferred to Highline must be from accredited colleges or universities.
2. Highline will accept transfer credits for classes with a grade of D/1.0 or better with a combined GPA of 2.0 or better.
3. Transcripts, once received, become the property of Highline College and will not be returned.

Students receive a copy of the completed evaluation in the mail; please allow 10-12 weeks for processing.

Processing time begins when all documents have been received and your file is complete.

Please Print

Name _____ Student ID Number _____
 Other last names _____ Email _____@students.highline.edu
 Address _____
 City _____ State _____ Zip _____ Phone _____
 If you are participating in varsity athletics at HC, please indicate sport _____

List institutions to evaluate:

Submit an official transcript from each institution listed below.

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

For information on how to obtain an entry code visit:

<http://registration.highline.edu/entry.codes.php>

For information on your degree or certificate requirements visit:

<http://cg.highline.edu/index.php>

List the degree/certificate you will earn at HC:

B.A.S Degree

- Cyber Security & Forensics
- Global Trade & Logistics
- Respiratory Care

Transfer Degree

- Associate of Art - Emphasis _____
- Associate in Biology
- Associate in Business
- Associate in Pre-Nursing
- Associate of Science (AS) - Major: _____

Biology, Chemistry, Computer Science, Engineering, Physics

Professional Technical Degree/Certificate

- Associate of Applied Science
Program _____
- Certificate
Program _____

Signature _____ Date _____