

# NORWALK COMMUNITY COLLEGE

## OFFICIAL TRANSCRIPT EVALUATION REQUEST



- 1.) Have an official transcript on file.
- 2.) Make sure that an official transcript has been received and filed.
- 3.) Transcript is located in:
  - Admissions Office- *New Students (attending 1st semester)*
  - Records Office- *(Current or returning students)*
- 4.) Submit this form to the Counseling Center- East Campus Room 104

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Date: \_\_\_\_\_

Major/Curriculum: \_\_\_\_\_

Student ID # \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Last Name)

Maiden Name (If applicable): \_\_\_\_\_  
(Last Name)

Address: \_\_\_\_\_  
(Street) (Apt./Fl.)

\_\_\_\_\_ (City) (St) (Zip Code)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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### COLLEGE(S) - PLEASE LIST BELOW

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1. \_\_\_\_\_  
Name of College City State
2. \_\_\_\_\_  
Name of College City State
3. \_\_\_\_\_  
Name of College City State
4. \_\_\_\_\_  
Name of College City State
5. \_\_\_\_\_



## TRANSCRIPT EVALUATION INSTRUCTIONS

- 1) Request an ***official*** transcript:

**Mail to: Norwalk Community College  
188 Richards Avenue  
Norwalk, CT 06854**

**New Students** → ***Admissions Office***

**Current/Returning Students** → ***Records Office***

- 2) After your transcript is received in either of the offices listed above, a Transcript Evaluation form is to be completed and submitted to the Counseling Center, Room E104.
- 3) Transfer credit(s) can be viewed online on MyCommNet at [www.ncc.commnet.edu](http://www.ncc.commnet.edu). You will need your student ID # to access the website.
- 4) All **International transcripts** are evaluated through **World Education Services**. A **comprehensive course-by-course** evaluation is required for evaluation of credit(s). Applications are located in the Counseling Center or you may submit an application online at [www.wes.org](http://www.wes.org).