Transcript Evaluation Request

Registrar Office · Building 3 · 7390 South Sixth Street · Klamath Falls, OR 97603

Klamath Community College accepts transfer credit from institutions that are regionally accredited and recognized as such by the American Association of Collegiate Registrars and Admissions Officers. Evaluations will be completed in the order they are received. If you have your Official transcripts from each institution attended, please submit with the evaluation form.

Credits older than seven years are not accepted for application toward degree requirements unless requested by the student. If requested and if there is a question on class content changing from when completed, the course(s) will be reviewed by the individual department for transferability.

Your evaluation will be mailed to the address you have provided on this form. Return completed form and transcript(s) to:

1) KCC, Attn: Registrar, 7390 S. 6th Street, Klamath Falls, OR 97603; or
2) The front desk in Building 3; or
3) Fax (541)880-2296

Veteran: ☐ Yes ☐ No

Student Name:	Last Name	First Name	Student ID
Mailing Address:	Street Address	City/Town, State	Zip
Contact Info:	Email Address	Phone Number	DOB: mm/dd/yyyy

List all institutions from which you would like transcripts evaluated excluding KCC.
Include Official Transcripts with this form.

Colleges/ Universities	Degrees Earned

Student Acknowledgement and Signature

Please evaluate my college/ university transcript(s). I understand it is my responsibility to provide all official transcripts to KCC for official evaluation purposes.

_____ _____

Student Signature Date

Office Use Only

Received By: _____ Date _____

☐ **Address Confirmed**

Date Processed: _____