

Paris Junior College TRANSCRIPT EVALUATION REQUEST

Mail to:
Paris Junior College
Student Records Office
2400 Clarksville St.
Paris, TX 75460
OR
Fax to:
(903) 782-0309

1. Full Legal Name

_____ (Last) (First) (Middle Initial) (Maiden Name or previous others)

2. Daytime Phone Number () _____

3. Social Security Number _____

4. PJC assigned ID number _____

Admission to PJC is required to receive an ID number. Transcripts will not be evaluated without an assigned ID.

5. List college(s) to be evaluated. DO NOT USE ABBREVIATIONS

(If additional space is needed, please attach a separate sheet.)

6. Evaluation of Non-Traditional credits (military, CLEP, etc.)

Please attach copies of an AARTS transcript, DD214, certificates of completion, etc. Air Force credits are evaluated by the Community College of the Air Force (CCAF). Questions regarding obtaining a CCAF evaluation or other questions regarding military credit may be directed to the Veteran's Counselor at (903) 782-0426.

7. Please indicate where you would like the completed evaluation sent:

- Health Occupations
 Veteran's Counselor
 Other _____
(Please specify)

Mail to _____
Name

Address

City State Zip

I am requesting that the above college transcript(s) and/or military record(s) be evaluated for possible transfer credit to Paris Junior College. I also understand that I may be required to provide an official course description(s), college catalog, and/or course syllabus from my former institution(s).

Student Signature

Date

◆An official transcript is required from each college requested for evaluation.
◆Only courses taken at a regionally accredited college or university are transferable to PJC.
◆You must be currently enrolled or have previously been a student at PJC before transfer work will be added to a PJC transcript.
◆Transcripts submitted become the property of PJC and will not be returned.
◆Foreign transcripts must be in English. If they have been translated, it must be by a licensed translation service.

Date received in Records Office _____ Evaluation completed _____ by _____

Is student enrolled? YES Semester _____ NO Does student already have a PJC transcript? YES NO Official transcripts on file? YES NO if no, please

note: _____