

REQUEST FOR INITIAL TRANSCRIPT EVALUATION FORM DIAGRAM

STEP 1:

The **student** obtains the form online from Peralta Admissions & Records

STEP 2:

The **student** schedules an appointment with a counselor to complete the request for initial transcript evaluation: if they attended an Out of State college/University, Private College/University within California. Foreign Academic transcripts must be evaluated by a documenting service to be considered for initial evaluation.

STEP 3:

The **Counselor** reviews the transcript/s and course syllabi from the non-Peralta institutions and determines if courses can be utilized for IGETC, GE Breath and GE requirements. Verification that the unit criteria for an initial evaluation within the Peralta District has been met prior to requesting an initial transcript evaluation

STEP 4:

The **Counselor** submits the completed form, transcripts, and course syllabi to the District Admissions & Records Office – Transcript Coordinator for review

STEP 5:

District Admissions &
Records Office –
Transcript Coordinator
reviews and processes
the initial transcript
request and notifies the
student, Counselor and
the College Admissions
& Records Technician of
the final outcome

The Request for Initial Transcript Evaluation form is available on the Peralta Admissions & Records website https://web.peralta.edu/admissions/files/2020/04/Request-for-Initial-Transcript-Evaluation-2020-need.pdf