



PO Box 69, Greeley, CO 80632  
Fax: 970-506-6958

# Transfer Credit Evaluation Request

(for students planning to complete an Aims Degree or Certificate)

USE THIS FORM FOR CREDIT EVALUATIONS OF:

- ◇ College transcripts
- ◇ Standardized Tests (CLEP, AP, etc)
- ◇ Published Guides (Military training, etc.)

**PLEASE PRINT**

\_\_\_\_\_  
Name (Last, First, Middle)

\_\_\_\_\_  
Previous Name(s), if different from current name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

Change/update my address in your records

A \_\_\_\_\_  
Aims Student ID

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number  
XXX - XX -

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Aims Advisor

**Aims Degree or Certificate sought:**

AA: Associate of Arts, Liberal Arts

*Emphasis (if Applicable):*

\_\_\_ Early Childhood Education

\_\_\_ Business Transfer

\_\_\_ Elementary Education

\_\_\_ Criminal Justice (\_\_\_UNC/ \_\_\_Metro Agreement)

AS: Associate of Science, Liberal Arts

AAS: Associate of Applied Science: \_\_\_\_\_  
Major (required)

Occupational Certificate: \_\_\_\_\_  
Major (required)

Aims Catalog Year to be used:	
_____	_____
Year	Year
Example: 2008-2009	

Check here to have evaluation results forwarded to the Assessment Office to meet assessment requirements.  
(Recommended if you have prior English, math, and/or science courses)

School, Institution, or Test to be evaluated:	City, State:	Transcript Status:
_____	_____	___ Ordered ___ Will Order
_____	_____	___ Ordered ___ Will Order
_____	_____	___ Ordered ___ Will Order
_____	_____	___ Ordered ___ Will Order

**In order to have transcripts or tests from other institutions evaluated students MUST:**

- Have OFFICIAL SEALED transcripts from all applicable institutions sent to Aims Community College.
- Complete this Transfer Credit Evaluation Request form and return it to any Aims Community College campus. If you're unsure which Aims program you will be completing, please consult with an advisor prior to completing this form.
- Have a current Admissions Application on file at Aims.
- Unofficial and Opened Official transcripts will not be evaluated.

It is the student's responsibility to provide course descriptions and/or syllabi of previously completed courses when necessary.

**Allow 30 days** for processing after receipt by the Admissions & Records Office of all documentation listed above.

**EVALUATION RESULTS WILL BE E-MAILED\* TO THE STUDENT AND ADVISOR OF RECORD.**

\*Only AIMS e-mail accounts are used

I have read and agree to the terms stated above:

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

**Office Use Only**

Recvd By \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Eval Complete Date \_\_\_\_\_