Transcript Evaluation Request Form

If you are interested in having your transcript(s) evaluated, please complete and submit this form along with transcripts from ALL the colleges/universities that you have attended. Please make sure you have read all the guidelines for submitting a transcripts evaluation BEFORE submitting your request.

1. Complete Name:_________________________________________________  __________

2. Any other names that you have gone by:________________________________________________________

3. Date of Birth:_____________ R Number if you have attended Texas Tech University____________________________

4. Email address:_________________________ Phone Number__________________________

5. Have your requested a Transcript Evaluation in the last year? YES NO

6. Which program are you interested in?: (circle one)
   a. Traditional- you do not have any degree or licensure
   b. Second Degree- you already have a Bachelor’s or higher in another field
   c. RN-BSN – you have obtained your RN License and are pursuing a Bachelor’s degree

7. Which semester are you planning to apply for admission? (Circle one)
   a. Fall          b. Spring          c. Summer

8. List the names of all the colleges that you have attended and are sending transcripts for:

   1)  6)  
   2)  7)  
   3)  8)  
   4)  9)  
   5)  10)
Transcription Request Guidelines

To receive an evaluation, potential students must submit the following items:

- **Official/Unofficial Transcripts from ALL United States Colleges and Universities you have attended in your lifetime. You must submit transcripts for all schools EVEN if they are listed on another school’s transcript.**

- **Official transcripts** received will be directly sent to the transcript analyst to be scanned. The evaluator will NOT be made aware of its arrival. Official transcripts can be mailed or email to SONtranscripts@ttuhsc.edu. If unofficial transcripts are received to this email address they will be deleted.

- **Unofficial transcripts, it must be a physical copy of the official transcript. All** unofficial transcripts must be received by the Evaluator prior to review.

- All unofficial transcripts must have your name and the schools name and location clearly stated on all transcripts.

- **ONLY UNOFFICIAL** Transcripts may be submitted via mail, email to cindy.deanda@ttuhsc.edu or faxed to 855-282-5823.

- If you have transcripts from TTU ONLY- provide your R number on the request form and we will be able to access those transcripts. **If you have attended any other schools you must submit those transcripts EVEN if they are listed on another school’s transcript including TTU.**

*Complete a Transcript Evaluation Request form and attach it to your transcripts. This form MUST be completed. If a transcripts request form is not submitted your request is considered incomplete and will be placed on hold.*

*Any transcript which does not comply with the above instructions will not be reviewed. This includes a transcript which has been cut and pasted into an email, audit reports, advising reports, degree plans, web page links and screen shots etc.*

Transcripts from schools outside the U.S. must be evaluated by a Foreign Credential Service. The School of Nursing requires course-by-course evaluation using U.S. letter grades and credit hours. Please click [here](#) for a list of approved Foreign Credential Services.
Transcript Evaluation Q & A

1. What is the best way to submit my transcript evaluation request so that there will not be unnecessary delays?

   - Email me at cindy.deanda@ttuhsc.edu and let me know that you are requesting a transcript evaluation. You can attach your UNOFFICIAL transcripts and transcripts evaluation to this email if you so desire.
   - Include in the email, the following information:
     ✓ Your full name and any aliases
     ✓ The program that you are interested in (Traditional, RN-BSN, or Second Degree)
     ✓ Your contact information: email and phone number
     ✓ The Transcript Evaluation Request Form can be found at: http://www.ttuhsc.edu/son/undergraduate/bsn/documents/eval_form.pdf
     ✓ A list of ALL of the official transcripts that you are submitting
     ✓ Which semester are you planning to apply for admission
   - You can also fax your Transcript Request Form with the information above and transcripts to 855-282-5823. Keep in mind that the transcripts may arrive unreadable and I will have to request that you resend them again or send them another way.

2. Why have I not heard back concerning my transcript evaluation? We have found, by experience and student feedback, the following explanations may apply:

   - The transcripts may have been sent to the TTUHSC Registrar’s office or the TTUHSC School of Nursing office (by fax, electronically or mail) without any request for a transcript evaluation attached. Also, no email was sent to the transcript evaluator letting them know that an evaluation is being requested, which program you are interested in and contact information (email & phone number).
   - The email was sent but I didn't receive it because the email address was incorrect. My email is a bit long so mistakes can easily happen. My email is cindy.deanda@ttuhsc.edu
   - Transcript Evaluation request is unable to be processed. Usually this will occur if transcripts are not readable or if any information is missing. If you are missing information needed to complete your request you will be contacted via email.
   - It is important to us that we provide you with the most accurate evaluation possible. Official transcripts for ALL schools attended are required. If any transcripts are missing, your request will be placed on hold until all transcripts have been received. Be advised transcripts are evaluated in the order they are received. You will receive a response via email.

3. When can I apply for my program of choice?

<table>
<thead>
<tr>
<th>Program</th>
<th>Fall Start</th>
<th>Spring Start</th>
<th>Summer Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td>Dec 1st- Feb 1st</td>
<td>June 1st-Aug 31st</td>
<td>Nov 15th-Jan 15th</td>
</tr>
<tr>
<td>Second Degree</td>
<td>May 1st- July 15th</td>
<td>May 1st- July 15th</td>
<td></td>
</tr>
<tr>
<td>RN-BSN</td>
<td>Dec 15th-Feb 15th</td>
<td>May 1st- July 15th</td>
<td>Sept 15th- Nov 15th</td>
</tr>
</tbody>
</table>