



## Request for Transfer Credit Evaluation

Registrar's Office

950 Main Street

Hartford, CT 06103 Phone: 860-906-5123

Email: Ca-Registrar@capitalcc.edu

Fax: 860-906-5119

**Are you graduating this current semester? YES NO**

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

Student ID#: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

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- Contact each of your previous colleges and have an official transcript mailed to the Registrar's office at the address above. An official electronic transcript may also be sent.
  - Transfer credits are awarded to satisfy requirements for your current program of study and in accordance with college policy. Please refer to the current college catalog for more information.
  - When the evaluation is complete, you can log on to myCommNet, at <http://my.commnet.edu>, and view your Academic Transcript. Any transfer credit awarded by Capital will display with a grade of TR on your transcript.

**Prospective students interested in Nursing, Paramedic, and/or Radiologic Technology program do not have their credits transferred over until they are accepted into these programs. These evaluations are automatically completed once accepted into those programs.**

- What is your Current Program of Study?

Degree Type (check one):      Associate Degree      Certificate

Program: \_\_\_\_\_

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List each of your previous colleges that have sent official transcripts:

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