



## EVALUATION REQUEST FORM INSTRUCTIONS

1. Complete the "Evaluation Request" Form  
Fill out all demographic and contact information lines. Be sure to clearly indicate your mailing address to receive a student copy.
2. Submit the form by either bringing it to BTC's Admissions Office or mail to:  
  
Bellingham Technical College  
ATTN: Admissions  
3028 Lindbergh Avenue  
Bellingham, WA 98225
3. It is your responsibility to request from the colleges, universities, or institutions you have attended, OFFICIAL, sealed transcript(s) or testing records for which you are requesting evaluation. You may have the college send your transcript or records directly to BTC or you may mail or hand-deliver the official, SEALED records to the Admissions office.
4. When official records are received and this form is processed, a copy of your evaluation will be mailed to the address you have indicated on the Evaluation Request form. Evaluation Request processing typically takes 10-14 business days and may take longer during peak registration periods. It is recommended that students plan ahead and send records in advance of the quarter they plan to attend.
5. Transfer credits will be posted to your transcript when you have completed your degree/certificate program and have applied for graduation. In accordance with BTC's grading policy, applicable transfer credit granted will not be computed in the grade point average.

Bellingham Technical College provides equal opportunity in education, employment and access to all persons. Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Human Resources Office, Building A, Room A2, or call (360) 752-8354 or 752-8515/TTY.