

# TRANSCRIPTS FROM OTHER COLLEGES

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Students are required to submit transcripts from ALL colleges. All transcripts must be official transcripts. In many cases, students are permitted to utilize an unofficial transcript when meeting with a counselor to develop their educational plan. However, an official transcript must be received to clear a degree, certificate, or certify Veteran benefits.

If you are submitting your transcripts using an eservice, please be sure they are sent to [evaluators@evc.edu](mailto:evaluators@evc.edu)

If an e-service is not available, please send transcripts directly to:

Evergreen Valley College  
Office of Admissions and Records  
Attention: Transcripts  
3095 Yerba Buena Road  
San Jose, CA 95135

Academic work from another regionally accredited college may be used to verify prerequisites, or to meet graduation requirements. Unofficial transcripts may be used when meeting with a counselor to verify or clear prerequisites; however, official transcripts are required when using this academic work for graduation.

Incoming transfer students should submit official transcripts to the Office of Admissions and Records if external transfer credit is being applied to fulfill degree requirements. Students may meet with a counselor and submit transcripts from other regionally accredited colleges for prerequisite verification and/or to establish reading and writing levels prior to registration. Unofficial copies of transcripts or grade reports may be used for counseling purposes.

Official transcripts from all colleges attended are required of students who have applied for graduation and are candidates for the A.A., A.S. degree, or ADT.

Prior high school and college transcripts must be sent directly to the Office of Admissions and Records. Transcripts may be hand-delivered, but the seal must be unbroken. Official transcripts become the property of the college, and will not be returned to or copied for the student.

All students applying for Veterans Benefits and to the Nursing Program are required to file official transcripts from all previous colleges with the Office of Admissions and Records when applying to EVC.