



Office of the Registrar

# CTE Dual Credit Transcription Request

[OTR@greenriver.edu](mailto:OTR@greenriver.edu) | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092

Submit in person or online at [greenriver.edu/upload](http://greenriver.edu/upload) | [greenriver.edu/OTR](http://greenriver.edu/OTR)

## INSTRUCTIONS

Complete the following steps to have your high school CTE Dual Credit courses evaluated and transcribed to your Green River College transcript (CTE Dual Credit courses must have a grade of "C" or better to be eligible for transcription; Aviation courses require a "B" or better):

1. Apply for admissions [www.greenriver.edu/applynow](http://www.greenriver.edu/applynow). Once your application is processed by Green River College, a Student (ctcLink) ID number will be emailed to the email account listed on your application for admission.
2. Submit an official high school transcript: (transcript must be in a sealed envelope from the high school) along with this form to the Office of the Registrar. You may upload this form to the Office of the Registrar through [www.greenriver.edu/upload](http://www.greenriver.edu/upload).
3. Once your CTE Dual Credit courses have been evaluated and transcribed, you will be notified via your preferred email address on file.

**All incoming transcripts become property of Green River College and will not be re-released.**

## STUDENT INFORMATION

Name: \_\_\_\_\_  
Last First M.I.

Student (ctcLink) ID: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

High school: \_\_\_\_\_

List ALL courses to be evaluated:

1: \_\_\_\_\_ 6: \_\_\_\_\_

2: \_\_\_\_\_ 7: \_\_\_\_\_

3: \_\_\_\_\_ 8: \_\_\_\_\_

4: \_\_\_\_\_ 9: \_\_\_\_\_

5: \_\_\_\_\_ 10: \_\_\_\_\_

## STUDENT SIGNATURE:

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

*This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at [dss@greenriver.edu](mailto:dss@greenriver.edu).*

*Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).*