



Office of the Registrar

Transcript Evaluation Request

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

Submit in person or online at greenriver.edu/upload | greenriver.edu/OTR

INSTRUCTIONS

If you have not yet applied for admission to Green River College, an Admissions Application must be processed before an evaluation can be done.

Only official transcripts (sealed in original envelopes, or sent electronically directly from school or service) from other institutions will be accepted to process a transcript evaluation request. Green River College does NOT evaluate faxed, personally emailed, or previously opened transcripts.

The results will be posted to your Message Center in ctclink once your evaluation has been completed. Please allow approximately four weeks processing time. Foreign and military transcripts may require additional evaluation time.

Please make note the following:

- The student is responsible for ordering official transcripts from previous colleges.
- All foreign transcripts MUST be in English. If they have been translated, it must be by a licensed translation service. (such as Foundation for International Services www.fis-web.com)

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

STUDENT INFORMATION

Name: _____
Last First M.I.

ctclink ID: _____ Daytime phone: _____

Preferred name: _____ Preferred email: _____

Previous names (if applicable): _____

Planned program of study at Green River: _____

List ALL institutions to be evaluated:

1: _____

2: _____

3: _____

4: _____

5: _____

STUDENT SIGNATURE

Signature: _____ Date: _____

ES1510TmscrtEvalRqs _____

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. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.