

- Official transcripts must be sent directly to the Office of Enrollment Services/Registrar:

By mail: Pima Community College
Office of Enrollment Services/Registrar
4905B E. Broadway Blvd.
Tucson, AZ 85709-1120

Online: registrar@pima.edu

eTranscripts must be sent from the issuing institution through a secure web delivery system.
eTranscripts forwarded by students will not be accepted.

- Pima accepts official transcripts from regionally accredited colleges and universities, Joint Services Transcripts and National Standardized Exams as listed in the College Catalog.
- Pima also accepts transcripts that have been evaluated by an approved foreign credential evaluation agency, including affiliates of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and members of the National Association of Credential Evaluation Services (NACES).
 - Please note that courses from foreign institutions are rarely used to fulfill General Education requirements due to the lack of course descriptions/syllabi. Foreign coursework will likely be articulated for elective credit only.
 - Students with credit from foreign institutions may work with their instructional department to see if the courses may be applicable to the major requirements.
- Transcript evaluations take a minimum of three (3) weeks to complete. During peak months, evaluations may take longer.

To ensure your transcript is evaluated before the start of the term, submit your official transcripts and Request for Transcript Evaluation Form by the priority deadline:

Fall (August start)	July 1
Spring (January start)	November 1
Summer (May start)	April 1

- Pima offers freshman and sophomore-level coursework; therefore, transfer courses of the same level will only be evaluated. Contact your instructional department if you wish to have upper-division coursework considered for your major requirements.
- You do not need to wait for your transcript to be evaluated to register for classes. You are encouraged to meet with an advisor to review appropriate use of your transfer credits prior to the official evaluation.
- If you do not intend to complete a degree or certificate at Pima, you do not need to have your transcripts evaluated. If prerequisite courses were taken outside of Pima, an advisor can assist you with registering.
- Transcripts will be kept on file electronically for five (5) years.
- Correspondence regarding your transcript evaluation will be sent to your Pima email account. Please be sure to check your Pima email on a regular basis and respond promptly for the best service.

Request for Transcript Evaluation Form

Name: _____ Previous name: _____
(last, first, middle initial) (if applicable)

Pima Student ID ("A" Number): _____ Date of Birth: _____

Email address: _____ Phone Number: _____

Are you receiving Veteran's Education Benefits? Yes No

Transcripts are evaluated based on your Program of Study (POS) as indicated in the student information system. If the listed POS is different than your intended POS, please see an advisor to change your program.

List your intended area(s) of study below (list all that apply). Refer to the College Catalog if you need information such as program titles and concentrations.

If you are applying to a Selective Admissions Program, please indicate that program below.

If you do not plan to earn a degree or certificate from Pima, you do not need to have your transcripts evaluated. An advisor can help you register if a prerequisite course is needed for enrollment.

Degree Type	Program Title	Concentration	Catalog of Record
AA, AB, AFA, AS, AAS or Cert	<i>Include program title</i>	<i>Include concentration if required</i>	
Or pending admissions to: <i>(For Selective Admissions Programs)</i>			

List the transcript(s) you want to have evaluated below (attach an additional page if necessary)

School Code <small>(office use only)</small>	Date Received <small>(office use only)</small>	College Name	Location

Student's Signature Date: _____

Form Submission Options

- **Use the Registrar File Upload on your MyPima portal**
- **Scan and email:** registrar@pima.edu
- **Take it to a campus Student Services Center**
- **Mail to:** Pima Community College
 Office of Enrollment Services/Registrar
 4905B E. Broadway Blvd.
 Tucson, AZ 85709-1120

For Office Use Only:

Date transcript evaluation request received: _____