



# TRANSFER CREDIT REQUEST FORM

## East Central Region

*The East Central Region includes the following campuses:  
Anderson, Marion, Muncie, New Castle*

Transfer credit evaluations are processed through the Registrar’s Office in the East Central Region. An official transcript must be submitted for transfer credit consideration and evaluation, including the submission of this form. The transfer credit request **AND** official college transcripts must be submitted in one of two ways:

**Email:** [eastcentral-transfer@ivytech.edu](mailto:eastcentral-transfer@ivytech.edu)

*\*Use this email address if your previous college uses a secure E-Transcript Service*

**In Person:** *Ivy Tech Community College  
4301 S. Cowan Road  
Muncie, Indiana 47302  
ATTN: Registrar’s Office*

If you visit one of the other campuses within the East Central region, you may submit the transfer credit request form and official transcripts at the campuses listed above. Upon submission, your request and official transcripts will be documented as received and submitted to the Muncie campus for credit review and evaluation.

Students must be an admitted, degree seeking student at Ivy Tech Community College for a partial/complete transfer credit evaluation. Transcripts/courses will be evaluated for the degree and program you listed on your application for admission to Ivy Tech. \*\*

Once we receive the transfer credit request form **AND** official transcripts, you will receive a **Notification of Credit Accepted** through your **IVY TECH EMAIL ADDRESS**. The transfer credit evaluation process and notification will of the evaluation results within 10-20 business days (2 – 4 weeks).

**TRANSFER CREDIT REQUEST TYPE: Please Check ONE!**

\_\_\_\_\_ **New Student:** First time enrolled and evaluated at Ivy Tech.

*Initial term of Enrollment at Ivy Tech: \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER Year: \_\_\_\_\_*

\_\_\_\_\_ **Continuing/Current Student at Ivy Tech:** Change of program or previously had transcripts evaluated at Ivy Tech. *(Official transcripts are not needed with this request if used in a previous transfer credit evaluation @ ITCC)*

\_\_\_\_\_ **Returning Student at Ivy Tech:** Previously attended in a prior term and plans to return to Ivy Tech in a prior or new program. *(Official transcripts are not needed with this request if used in a previous transfer credit evaluation @ ITCC)*

\_\_\_\_\_ **Reverse Transfer Student:** Transferred from Ivy Tech Community College to pursue a bachelor’s degree, but desires to have eligibility reviewed to earn an associate degree by transferring credits back to Ivy Tech from the 4-year college/university.

**Student Name:** \_\_\_\_\_

*\*If your transcript is issued under a different name, please list the name below:*

\_\_\_\_\_

C# \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM/ DD /YYYY

Ivy Tech Email: \_\_\_\_\_@ivytech.edu Phone: \_\_\_\_\_

What is your major/program of interest at Ivy Tech? (e.g. Business Administration, Health Care Specialist)

\*\* (If the program you list below is different than what was on your application for admission, you may be contacted for more information)

What degree/certificate are you seeking based upon the major listed above?

- \_\_\_\_\_ AA – Associate of Arts
- \_\_\_\_\_ AS – Associate of Science
- \_\_\_\_\_ AGS – Associate of General Studies
- \_\_\_\_\_ AAS – Associate of Applied Science
- \_\_\_\_\_ TC – Technical Certificate
- \_\_\_\_\_ CT - Certificate

Please list all institutions from which we should expect transcripts, including colleges, military units, advanced placement tests, CLEP tests, etc.

College Name \_\_\_\_\_ City & State \_\_\_\_\_

College Name \_\_\_\_\_ City & State \_\_\_\_\_

College Name \_\_\_\_\_ City & State \_\_\_\_\_

Have you served in the United States military? \_\_\_\_\_ NO \_\_\_\_\_ YES

*\*If yes, please submit a certified copy of your DD214 or Notice of Basic Eligibility for Physical Education Credits.*

**International Students & Foreign Transcripts:**

Students who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents. Foreign transcripts must be evaluated by the ECE (Education Credential Evaluators) or a similar organization who are members of NACES (National Association of Credential Evaluation Services), prior to transfer credit consideration. The evaluation should be a “course-by-course” evaluation and all costs associated with the evaluation are the responsibility of the student. The following websites are great resources to begin the search for a college-approved evaluation agency: ECE Website: [www.ece.org](http://www.ece.org) NACES Website: [www.naces.org](http://www.naces.org)

**NOTICE TO STUDENT: By signing your name, you attest that the information you have provided is true and accurate on this request. This form WILL NOT be processed if your name is “typed” on the signature line below.**

Student Name: (PRINT) \_\_\_\_\_

Student Name: (SIGNATURE) \_\_\_\_\_

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