



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 form **AND** official college transcripts must be submitted in one of two ways:

Email: eastcentral-transfer@ivytech.edu

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

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

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 form 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 and review 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 of evaluation results will occur within 10-20 business days (2 – 4 weeks).

TRANSCRIPT 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

Returning Student at Ivy Tech: Previously attended in a prior term and plans to return to Ivy Tech in a prior or new program

Reverse Transfer Student: Former student who has not enrolled at Ivy Tech for at least one semester and has transferred to another institution before obtaining a degree at Ivy Tech

Student Name: _____

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