



Transcript Evaluation Request Form (TERF)

Name: _____ Date: _____

Student ID: _____ DOB: _____

Home Phone: _____ Cell Phone: _____

Signature: _____

Students may register with a TERF or TERF in progress (TERFP) hold. All email correspondence will be sent to your DMC email only. This form is for academic purposes only. Students must have all official transcripts on file in order to have the TERF processed. TERF forms are routinely processed in 6 to 8 weeks.

International Credit Evaluation

Del Mar College will review your international coursework for potential credit after we have received the following:

1. The Transcript Evaluation Request Form (TERF).
2. An evaluation of your international **transcript** from an approved agency.
3. **Course descriptions** of the courses that you wish to transfer to Del Mar College. The course descriptions must come from your previous institution. Be advised that course descriptions must be translated to English if they are in another language. We only accept course descriptions that have been translated by one of the approved agencies.

Visit www.naces.org/members for a list of approved agencies.

Do not hesitate to contact the Office of the Registrar at 361-698-1248 or via e-mail at reginfo@delmar.edu if you have additional questions or concerns.

The difference between a transcript and a course description is clarified below:

A **transcript** will provide a list of the courses that you completed as well as your grade/score in the courses:

Example of Transcript information:

Course	Credit	Grade
Psychology 101	3.00	A
Sociology 101	3.00	B

A **course description** will outline learning outcomes and objectives:

Example of Course Descriptions (for above transcript):
Psychology 101

Designed to give the student an introduction to the concepts required for the study of perception, conditioning, learning, intelligence, motivations, emotions, and personality. The interaction of heredity and environment is also stressed. Prerequisite to all other psychology courses.

UNITS : 3
DEPT : PSYCHOLOGY

Sociology 101

This course is an introduction to the broad range of topics encompassed in the "science of society". Students will be exposed to key sociological theories, as well as major sociological concepts such as culture, social structure, socialization, deviance, social institutions, and social inequalities such as social class, race/ethnicity, and gender. Examples will be drawn from various cultures within the United States and will also be drawn from other contemporary societies.

UNITS : 3
PREREQ : None

*****Be advised that course descriptions must be translated to English if they are in another language.*****