



## Transcript Evaluation Request Form (TERF)

NOTE: This transcript evaluation request will not be processed until all transcripts listed below have been received by the DMC Admissions Office located in the Student Enrollment Center. Please contact the Registrar's office to check on the status transcript evaluation request.

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

Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

All email correspondences will be sent to your DMC email only.

Indicate term/year you wish to enter DMC:  Fall / Year: \_\_\_\_\_  Spring / Year: \_\_\_\_\_  Summer / Year: \_\_\_\_\_

Indicate term/year you expect to graduate:  Fall / Year: \_\_\_\_\_  Spring / Year: \_\_\_\_\_  Summer / Year: \_\_\_\_\_

Will you be applying for financial aid?  Yes  No

Are you a Veteran?  Yes  No

Will you be petitioning for military credit (CCAF, JST, etc.)?  Yes  No

**Please check the type of degree and major you are seeking at Del Mar College. (Check all that apply.)**

A.A., Associate of Arts ..... Major: \_\_\_\_\_

A.S., Associate of Science ..... Major: \_\_\_\_\_

A.A.S., Associate of Applied Science ..... Major: \_\_\_\_\_

A.A.T., Associate of Arts in Teaching ..... Major: \_\_\_\_\_

Certificate ..... Major: \_\_\_\_\_

Occupational Skills Award ..... Major: \_\_\_\_\_

**List All Colleges and/or Universities attended.**

School: \_\_\_\_\_

School: \_\_\_\_\_

School: \_\_\_\_\_

School: \_\_\_\_\_

School: \_\_\_\_\_

School: \_\_\_\_\_

Office Use Only

Received

Received

Received

Received

Received

Received

**Mail all official transcripts to:**

Del Mar College  
Student Enrollment Center  
HC 127  
101 Baldwin Blvd.  
Corpus Christi, TX 78404

For more information about foreign credit evaluation, please see the second page of this document.

Signature: \_\_\_\_\_

OFFICE USE ONLY - Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Date Student Emailed: \_\_\_\_\_

# International Credit Evaluation

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

- The Transcript Evaluation Request Form (TERF).
- Course descriptions of your international coursework. 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.
- An evaluation of your international transcript from an approved agency.

Visit [www.naces.org/members](http://www.naces.org/members) for a list of approved agencies.

Please do not hesitate to contact the Office of the Registrar at 361-698-1248 or via email at [reginfo@delmar.edu](mailto: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 state the content material that was provided in the course:

**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.*\*\*\*