



# ADMISSIONS & RECORDS

## REQUEST FOR INCLUSION OF EXTERNAL COURSEWORK

Student ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip Code

Email \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(required)

Reason for evaluation (check all that apply):

Prerequisite clearance

Veteran Benefits – have applied for Veteran Benefits

Graduation check – have petitioned for graduation in Admissions & Records

Course Substitution – have filled out course substitution form with a counselor

Other \_\_\_\_\_  
Please Specify other reason

Please list all colleges attended:

(This form will not be processed until official transcripts are on file in the Admissions & Records Office)

College/  
University \_\_\_\_\_

College/  
University \_\_\_\_\_

College/  
University \_\_\_\_\_

College/  
University \_\_\_\_\_

College/  
University \_\_\_\_\_

College/  
University \_\_\_\_\_

College/  
University \_\_\_\_\_

College/  
University \_\_\_\_\_

I request my external transfer semester credit be posted to my Rio Hondo College record. I understand that once posted it cannot be removed. In case of course repetition, the course will only count once for credit completed.

Please allow 10 working days to process.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

	UA	UC	GP	
Institution _____	_____	_____	_____	Date received _____
Institution _____	_____	_____	_____	
Institution _____	_____	_____	_____	Date processed _____
Institution _____	_____	_____	_____	
Institution _____	_____	_____	_____	
Institution _____	_____	_____	_____	
Institution _____	_____	_____	_____	
Institution _____	_____	_____	_____	Processed by _____