

Transcript evaluation may take 6 to 10 weeks so complete your evaluation request as soon as possible. All applicable transfer credit must be posted to your NOVA record *before* submitting a program application. Follow the procedures listed below for the type of evaluation you are requesting.

MEC Applicants Only: Students applying to a MEC program do not have to be enrolled in at least one course at NOVA prior to requesting evaluation. However, you must indicate on your request which MEC program you are requesting evaluation for to waive this requirement.

I took classes at another VCCS college (Virginia Community College System)

- Go to <https://dashboard.nvcc.edu/Default.aspx>
- Log in with your myNOVA username and password and select Academic and Student Services
- Complete Form 125-049E **Transfer Credit Evaluation Request**
- You do not need to submit a copy of your VCCS college transcript

I took classes at another accredited college or university within the United States

- Submit official sealed transcripts to a NOVA Student Services Center
www.nvcc.edu/student-services/index.html
- Go to <https://dashboard.nvcc.edu/Default.aspx>
- Log in with your myNOVA username and password and select Academic and Student Services
- Complete Form 125-049E **Transfer Credit Evaluation Request**

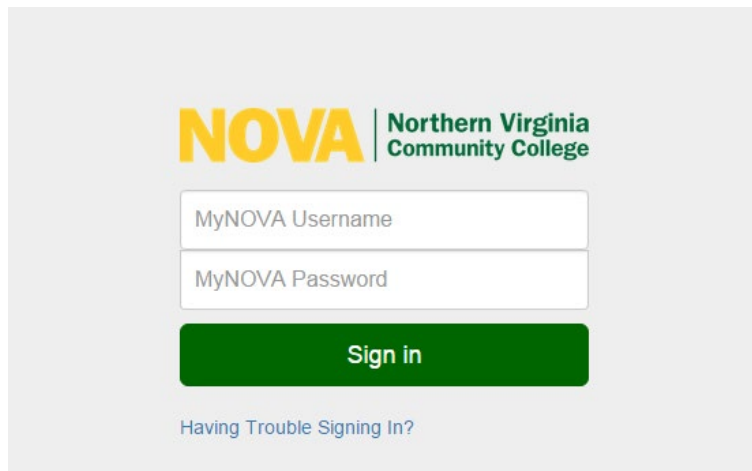
I took classes at an accredited college/university or completed high school outside the United States

- Have your transcript evaluated course-by-course by an international evaluation agency
 - NOVA accepts international evaluations from: International Education Research Foundation (IERF) www.ierf.org (HS AND COLLEGE), Educational Credential Evaluators www.ece.org (HS AND COLLEGE), or World Education Services (WES) www.wes.org (COLLEGE ONLY)
 - International high school evaluations are only needed if applying to **Dental Assisting** or **Nursing** (Note: only IERF or ECE will evaluate high school transcripts on a required course-by-course basis)
 - Submit the official sealed evaluation report to a NOVA Student Services Center
www.nvcc.edu/student-services/index.html
 - Go to <https://dashboard.nvcc.edu/Default.aspx>
 - Log in with your myNOVA username and password and select Academic and Student Services
 - Complete Form 125-049E **Transfer Credit Evaluation Request**
- ❖ Submit a separate request for each transcript/international evaluation
 - ❖ It may take 24-48 hours after application to the college for your myNOVA to be activated
 - ❖ Look for an email sent to your VCCS student account with your completed evaluation
 - ❖ Email askthecro@nvcc.edu with any questions about your evaluation
 - ❖ Science courses must be within 10 years to be accepted for a MEC program
 - ❖ If required by the program, students must meet the specified grade for a course to apply
 - ❖ Students with AP, CLEP or ABLE credits may check with the individual program office to see if these credits will be accepted and any 'B grade equivalent' score requirements
 - ❖ **NOVA Transfer Credit Evaluation Guides:** <https://www.nvcc.edu/cro/transferecredit.html>
 - ❖ **Credit for Prior Learning:** <http://www.nvcc.edu/prior-learning/transfer.html>

Online Form 125-049E

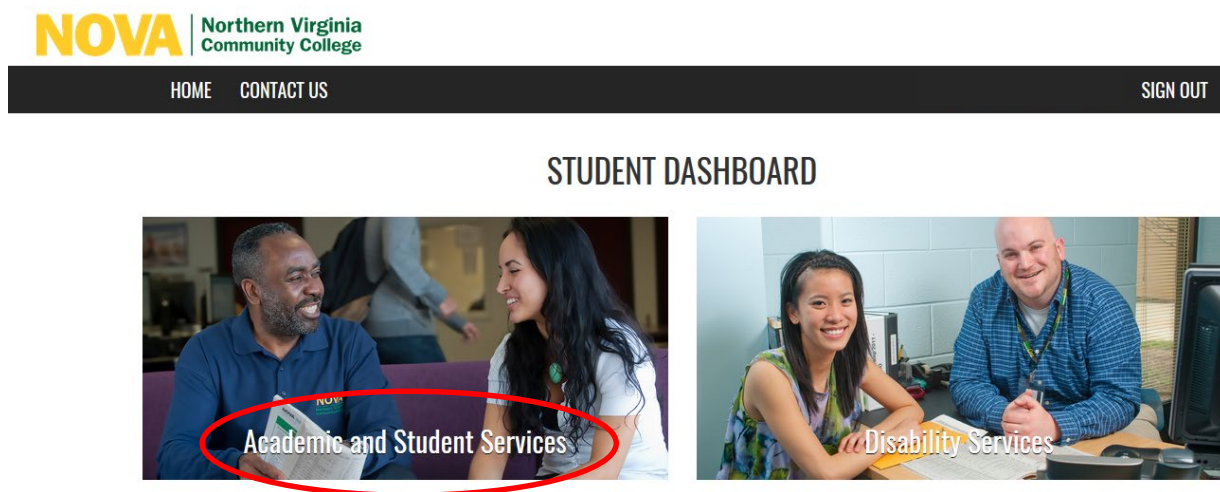
Students will be prompted to sign into the NOVA Student Dashboard using their myNOVA username/password

(Note: It may take 24-48 hours after applying to the college for your myNOVA account to be activated)



The image shows the login interface for the NOVA Student Dashboard. At the top left is the NOVA logo (Northern Virginia Community College). Below it are two input fields: "MyNOVA Username" and "MyNOVA Password". A green "Sign in" button is positioned below the password field. At the bottom left, there is a link that says "Having Trouble Signing In?".

Click on the picture for Academic and Student Services



The image shows the top navigation bar of the NOVA Student Dashboard. It includes the NOVA logo and the text "Northern Virginia Community College". Navigation links for "HOME" and "CONTACT US" are on the left, and "SIGN OUT" is on the right. Below the navigation bar is the heading "STUDENT DASHBOARD". Underneath are two images: the first shows a man and a woman talking, with the text "Academic and Student Services" overlaid and circled in red; the second shows a man and a woman at a desk, with the text "Disability Services" overlaid.

Click on Transfer Credit Evaluation Request

Form Number	Form Name	Guideline
105-088E	Senior Citizen Enrollment Tuition Waiver	To be eligible for the Senior Citizen Enrollment Tuition Waiver for credit courses, including audits, or to enroll in credit or non-credit courses, you must meet all of the following guidelines.
125-049E	Transfer Credit Evaluation Request	Students use this form to request evaluation of their transfer credits.
125-348E	Visiting/Transient Student Request	Visiting/Transient students use this form if they wish to enroll in a NOVA course for the purpose of transferring credits to their home college or university.