

# Transcript Evaluation Request Form

Revised: 07/20/2011

Note: This form is only intended for prospective applicants who have not applied to the university and wish to have a preliminary evaluation of their credits.

**Requestor Information (Please Print Clearly)**

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Maiden</b>
<b>Birth Date</b>	<b>Approximate Dates of Attendance (if former SAGU student)</b>		
<b>Email Address</b>	<b>Phone Number</b>		
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

**Transcript Evaluation Information**

<b>Institution 1: Name</b>	<b>Dates of Attendance</b>
<b>Institution 2: Name</b>	<b>Dates of Attendance</b>
<b>Institution 3: Name</b>	<b>Dates of Attendance</b>
<b>Intended Enrollment Semester at SAGU:</b> Fall    Spring    Summer	<b>Year:</b> _____
<b>Degree Seeking:</b> Associate    Bachelor    Master <b>Attendance Type:</b> Distance Education    On Campus	
<b>What program(s) are you intending to pursue at SAGU: (Please see catalog)</b>	
<b>Prospective Major/Specialization 1</b>	<b>Prospective Major/Specialization 2</b>

**Important Information about This Transcript Evaluation Request:**

- This request is only for transcript evaluation purposes. It does not serve as an application to the school nor does it indicate that the requestor has been accepted or matriculated at Southwestern Assemblies of God University (SAGU).
- The requestor understands that the transcript evaluation and any degree plans or audits derived from the evaluation are provisional and do not constitute a contract between the requestor and SAGU. Degree plans and audits are subject to change without notice and may affect the number hours that may be transferred.
- SAGU retains the right to refuse to evaluate transcripts or accept transfers for any reason.
- By filling out and signing this request, the requestor gives SAGU the right to receive and evaluate transcripts from the institutions named above. Further, the requestor permits SAGU to communicate protected academic information through the email address, phone number, and/or mailing address stipulated above. SAGU is committed to the protection of student information is bound by the provisions of the Family Educational Rights and Privacy Act (Amended 1974). Please go to [www.sagu.edu/registrar](http://www.sagu.edu/registrar) for more information about FERPA.

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 Signature Date

**Please return to:**  
 SAGU - Admission's Office  
 1200 Sycamore Street  
 Waxahachie, TX 75165  
 Fax: 972-923-0006 (On Campus)  
 972-923-8123 (Distance Ed)  
 Email: [admissions@sagu.edu](mailto:admissions@sagu.edu)  
[sde@sagu.edu](mailto:sde@sagu.edu)