

### Prior Credit Evaluation

Student Name \_\_\_\_\_

ASU Student ID # \_\_\_\_\_

**Purpose:** The VA requires that all prior courses, credits and military training/experience be evaluated for potential transfer credit towards a student's degree program.  
**Process:** Once students confirm all their transcripts are on file, they should complete Step 1 and work with their academic advising section to complete Step 2. **Student and advisor signatures are required.** Following Step 3, PTVC staff will notify the student if anything further is required.

**Step 1 – Student completes this section when all transcripts have been received by ASU.** Please allow at least 10-14 business days for other schools to send transcripts to ASU:

\_\_\_\_\_(Initials) I certify that I have listed all sources of potential transfer credit on my ASU application for enrollment, and that all my transcripts have been received by ASU.

\_\_\_\_\_(Initials) I have submitted my Joint Service Transcript (JST) or Community College of the Air Force Transcript for evaluation (Applicable to Veteran, Active Duty, Guard or Reserves only )

\_\_\_\_\_(Initials) I understand that if I subsequently change my major, I will need to submit a new copy of this form.

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

**Step 2 – Student and Academic Advising completes this section after verifying receipt of transcripts:**

Major/Degree Program \_\_\_\_\_

Number of credit hours applicable to degree program: \_\_\_\_\_ Undergraduate/Graduate

Number of credit hours remaining towards degree +: \_\_\_\_\_

Total hours required for degree =: \_\_\_\_\_

Academic Advisor Email \_\_\_\_\_

Academic Advisor Printed Name \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3 – Email completed form to [PTVCforms@asu.edu](mailto:PTVCforms@asu.edu).**

For questions, please email [ptvc@asu.edu](mailto:ptvc@asu.edu), or call (480)965-7723