



REQUEST FOR VCCS TRANSCRIPT EVALUATION

LFCC Records / Office of the Registrar · 173 Skirmisher Ln · Middletown, VA 22645
Telephone: 540-868-7105 Email: records@lfcc.edu Fax: 540-868-7005

If you have attended a Virginia Community College, please complete the section below to have your credits transferred to Lord Fairfax Community College. Once the evaluation has been completed, you will be able to view the results through your MYLFCC account. Please note:

- You do not need to submit an official transcript from other VCCS colleges.
- You must be enrolled in a program of study to have your transfer credit awarded.
- No credit will awarded for transfer courses with grades lower than a "C", courses with grades of "P" or "S", or for developmental courses.
- After transfer credits are posted to your account, you will be notified via your VCCS email.
- If you are currently enrolled at another VCCS college, you must submit an additional form to transfer any current classes after grades are posted.

Student ID: _____ Date of Birth: _____

Student Name: _____
Last First Former

Address: _____

City: _____ State: _____ Zip Code: _____

My Planned Program(s) of Study: _____

Student Signature: _____ Email: _____@email.vccs.edu

I voluntarily consent to the use of an electronic record of my LFCC student file. I acknowledge that, by logging into the MYLFCC system with my unique credentials and e-mailing from my @email.vccs.edu account to provide LFCC with this data, I have given my electronic signature which has the same legal and binding effect as a "wet" or handwritten signature.

VCCS College(s) Attended

Electronic signature verified by: _____	For office use only Processed by: _____	Date _____
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