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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

☰

Transcript Evaluation

Transcript Evaluation Process ——————

IMPORTANT: For transcripts and exam scores to be considered "official," they must come directly from your external college or university. Electronic transcripts and exam scores that originate from a student's email address are considered unofficial and will not be accepted by TES for evaluation.

In order to be in queue for a transcript evaluation, students must be **actively enrolled** and have a **declared program of study**. All students who have indicated that they attended an outside institution on

CCCApply and completed matriculation will then receive a Transcript Evaluation Success Plan in Student Success Link.

To view your success plan and check for updates, please log into mySMCCCD Student Portal and select "Student Success Link". Our department will send automated updates to your my.smccd.edu account regarding your evaluation status and any additional information we may need.

Depending on your institution, you may be able to send your official transcript or external exam scores in multiple ways:

> **Electronically (preferred)**: select Skyline, College of San Mateo or Cañada College from the available institutions. Please ensure your transcript is sent directly us as we cannot accept transcripts forwarded from anyone besides the original institution: **transevaluation@smccd.edu**
>
> **OR by Mail:**
>
> College of San Mateo
>
> Attn: Transcript Evaluation Services
>
> 1700 W Hillsdale Blvd.
>
> San Mateo, CA 94402

- Your Educational Goal must be to earn a degree or certificate.
- The institution(s) you attended must be institutionally accredited
- Any courses taken within the last year should have Evaluable Grades. If a course indicates an Incomplete (I), In Progress (IP) or Grade Report Delayed (RD) we'll have to wait until those courses have grades posted before we can begin the evaluation process.
- You are enrolled within San Mateo County Community College District (SMCCCD)

Please note: By submitting your transcripts, you accept that all applicable courses, units and grades completed at an institution outside the SMCCCD will be incorporated into your academic history, which may impact your academic history within the SMCCCD.

San Mateo County Community College District

The SMCCCD is a three-college district located between San Francisco and San Jose in the Silicon Valley. Our Colleges serve nearly 20,000 students each year and offer the first two years of instruction in a wide variety of degree and transfer programs, as well as vocational-technical programs.

Contact

District Office

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TTY call 711 or visit CA Relay Services
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smccd.edu

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