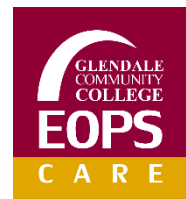


**Extended Opportunity Programs and Services/  
Cooperative Agencies and Resources for Education**

1500 North Verdugo Road  
Glendale, CA 91208  
Phone 818-240-1000 ex 6900



## TRANSCRIPT INSTRUCTIONS

One of the EOPS eligibility criteria is Title 5, section 56220(c): “Not have completed more than 70 degree-applicable units in any combination of post-secondary higher education institutions.”

If a student self-certifies on EOPS application that s/he attended another higher education institution, then the student is not eligible for EOPS unless and until the official transcripts have been received and evaluated.

If the student attended college within the United States, students shall submit their official transcripts by completing the following steps before the EOPS application deadline:

1. Contact your previous colleges/universities and request that the official transcripts be mailed to:  
**Glendale Community College**  
**Attn: Admissions and Records**  
**1500 N. Verdugo Rd.**  
**Glendale, CA 91208**

If your name has changed, and the name on your GCC application is different from the name on the transcripts being sent, please notify your previous college/university and have them indicate this name change before sending the official transcripts. This will help you avoid any delays in processing.

Note: Official transcripts must be mailed directly to Admissions and Records at GCC for the Graduation office to certify and evaluate. Hand-carried transcripts/scores are not accepted by EOPS.

2. Verify that transcripts have been received and processed. Contact Admissions and Records (818) 240-1000 ext. 5910 no fewer than 7-10 days from the date you requested transcripts to be sent to verify that they have been received and processed. Once receipt has been confirmed, call the EOPS Office at (818) 240-1000, ext. 5564 to let us know that the transcripts have been received by Glendale Community College.

If the student attended college outside of the United States, the transcripts must be evaluated by a third-party evaluator listed below. Students should request a detailed equivalency report that includes course title, semester unit equivalency, and letter grade student earned. This evaluation shall be submitted as described in steps 1 and 2 above. If the student is from a war-torn country and transcripts are not available because the institution was destroyed, the EOPS Office will make an exception for extreme situations on a case-by-case basis. Documentation will be necessary. In considering these cases, the EOPS Office will consult with evaluation agencies to determine the status of the availability of transcripts from particular countries.

Foreign transcripts must be evaluated by an agency currently accepted by the GCC Admissions and Records Office. See the list of these agencies below. The GCC Admission and Records Office will determine how many units will be applied towards a GCC degree.

<p>International Education Research Foundation Credentials Evaluation Service P.O. Box 3665 Culver City, CA 90231-3665 Telephone: (310) 258-9451 E-mail: <a href="mailto:info@ier.org">info@ier.org</a> Web site: <a href="http://www.ier.org">www.ier.org</a></p>	<p>World Education Services Attention: Documentation Center P. O. Box 5087 Bowling Green Station New York, NY 10274-5087 Telephone: (+1) 212.966.6311 Web site: <a href="http://www.wes.org">www.wes.org</a></p>
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