

# TEXAS SOUTHERN UNIVERSITY

## ENROLLMENT SERVICES

3100 Cleburne Street - TSU Box 1855

Houston, Texas 77004

Phone: (713) 313-7071 • Fax: (713) 313-7471

<http://em.tsu.edu/registrar/forms/evalrequest.asp>

### Evaluation Request Form

Current Student       New Student

Date: \_\_\_\_\_  
*Month Day Year*

Social Security Number: \_\_\_\_\_ - -      Date of Birth: \_\_\_\_\_  
*Month Day Year*

Name: \_\_\_\_\_  
*Last First Middle*

Phone No: ( \_\_\_\_\_ )      E-mail: \_\_\_\_\_ @ \_\_\_\_\_

Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *Zip*

Please list **ALL** colleges or universities you have previously attended, including for extension, correspondence, and distance learning credit. Failure to list all colleges and universities will be considered an intentional omission and may lead to forced withdrawal. Attach additional sheet if necessary.

Institution	City and State	Attendance From - To	Hours/Type of Degree Earned	Month/Year Degree Earned

#### Transfer Evaluation Requirements

- Application on file for the term in which you plan to attend with required \$40.00 application fee or be a current student at Texas Southern University
- A complete official transcript from **all** institutions attended
- Transcript(s) must not show "course in progress". Transcript(s) may be hand-carried in a sealed envelope from the issuing institution(s) or mailed to Texas Southern University at the above address

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Month Year*

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_  
*Month Day Year*

Your evaluation will be available for pick-up by \_\_\_\_\_  
*Month Day Year*

Authorized Signature \_\_\_\_\_

**IF ALL REQUIREMENTS ARE MET, STUDENT'S EVALUATION WILL BE AVAILABLE WITHIN 5-7 WORKING DAYS FROM REQUEST DATE.**