



Office of the Registrar

CTE Dual Credit Transcription Request

OTR@greenriver.edu | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092

Submit in person or online at greenriver.edu/upload | greenriver.edu/OTR

INSTRUCTIONS

Complete the following steps to have your high school CTE Dual Credit courses evaluated and transcribed to your Green River College transcript (CTE Dual Credit courses must have a grade of "C" or better to be eligible for transcription; Aviation courses require a "B" or better):

1. Apply for admissions www.greenriver.edu/applynow. Once your application is processed by Green River College, a Student (ctcLink) ID number will be emailed to the email account listed on your application for admission.
2. Submit an official high school transcript: (transcript must be in a sealed envelope from the high school) in-person or via mail to the Office of the Registrar.
3. Once your CTE Dual Credit courses have been evaluated and transcribed, you will be notified via your preferred email address on file.

All incoming transcripts become property of Green River College and will not be re-released.

STUDENT INFORMATION

Name: _____
Last First M.I.

Student (ctcLink) ID: _____ Daytime phone: _____

High school: _____

List ALL courses to be evaluated:

- | | |
|----------|-----------|
| 1: _____ | 6: _____ |
| 2: _____ | 7: _____ |
| 3: _____ | 8: _____ |
| 4: _____ | 9: _____ |
| 5: _____ | 10: _____ |

STUDENT SIGNATURE:

Signature: _____ Date: _____

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at dss@greenriver.edu.

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