**Transferring in Credits from NWIC to desired institution**

Because every school will have specific requirements for transferring credits it is important to learn its specific transfer credit policies, which are usually located withing the application portion of the school’s website. Some things to look for/know:

* Generally, eligible credits are: 100-400 level and with a grade of C- or better.
* Occasionally an institution will need an additional Transfer Evaluation Request Form.
* If unsure about if a specific class will transfer, look for a “Course Equivalency Guide”. If you are considering a transfer to a State University within Washington state, NWIC may already be within its database.
* Transfer credit limits may apply; this will affect how many credits will be accepted by your prospective school from NWIC.
* Those who have earned their Direct Transfer Agreement (DTA), also called an AS-T, should receive Junior standing when arriving at a State University within Washington state.
* Specific letter grades typically do not transfer to your prospective school.
* Credits for accepted transfer course are typically applied even if the number of credits differ between institutions.

When you are ready to order official transcripts from NWIC, you can do so online, or via paper-based form. There is a $4.00 transcript fee and an additional convenience fee per transaction to use this service (additional shipping charges may apply). The $4.00 transcript fee will apply, and you must contact accounting to submit payment: [studentaccounts@nwic.edu](mailto:studentaccounts@nwic.edu).

* [Electronic ordering](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=02180000)
* [Paper-based form](https://www.nwic.edu/wp-content/uploads/2015/05/OT_Request_Form.pdf) - To request your official transcript using the paper-based form, simply fill out the request and email it to [enrollmentservices@nwic.edu](mailto:enrollmentservices@nwic.edu).

Full-time currently enrolled students are eligible for one free official transcript per quarter, pending any holds. To receive a free transcript, students must submit the paper-based transcript request form.