CENTRAL TEXAS COLLEGE
Evaluation Request

Official Use Only
CTC LOCATION CODE: _____

In order to receive a military evaluation, you must have at least six semester-hours with CTC with a 2.0 GPA.

Name: _____
Last **First** **M.I.**
Previous Last Name: _____

Address: _____
No. and Street/Apt No.

_____
City **State or County** **ZIP Code**

Rank: _____

Military Installation: _____

Last 4 SSN: _____

CTC Student ID: _____

Phone Number: _____

Email Address: _____

Please Circle One

Army Active Duty	Army Family Member
Army Retired	Retired Army Family Member
Army Reserve:	Active Duty Non-Active Duty
Army National Guard:	Active Duty Non Active Duty
Marine Active Duty	Marine Family Member
Marine Retired	Retired Marine Family Member
Marine Reserve:	Active Duty Non-Active Duty
Navy Active Duty	Navy Family Member
Navy Retired	Retired Navy Family Member
Navy Reserve:	Active Duty Non-Active Duty
Air Force Active Duty	Air Force Family Member
Air Force Retired	Retired Air Force Family Member
Air Force Reserve:	Active Duty Non-Active Duty
Coast Guard	Coast Guard Family Member
Civilian	Other: _____

Have you ever processed a military evaluation through College Credit for Heroes? ____ **Yes** _____ **No**

Official SOC Student Agreement Requested: _____
(Only one student agreement may be issued unless you later change your program of study)

Institutional Degree Plan Requested: _____
(Secondary degree program may be issued as an institutional degree plan only)

Other Regionally Accredited Colleges or Universities Attended:

_____

_____

Request to have official transcripts mailed from the issuing institution to:

Central Texas College
ATTN: Incoming Transcripts
P.O. Box 1800
Killeen, TX 76540-1800

Students are advised to have official transcripts from other colleges and universities sent during their initial six semester hours of coursework to avoid delay in the evaluation process. **This requirement of colleges and universities official transcripts on file with CTC cannot be eliminated or modified.**

Previously enrolled at CTC? ____ Yes ____ No
If yes, list location(s) and year(s) attended: _____

CTC Form 1w (February 19, 2014)

Military Schools and Training	
Branch of Service	**Documentation**
Army	**Select One**:
	Active duty or prior military go to https://jst.doded.mil/ and send your official transcript to Central Texas College in Killeen, Texas.
	Certified True Copy of Enlisted Records Brief (ERB) from PAC
	E-5 and above must also submit one of the following:
	Certified True Copy of your most recent NCOER
	Signed commander's Certification stating that you are proficient in the MOS at The current level you hold
	Warrant Officers must also submit the following documents:
	Certified True Copy of Officer Record Brief
	Certified True Copy of Officer Evaluation Report
	Military Service School completed but not listed on JST must also submit the following documents:
	Certified True Copy of 1059 or certificate
Navy & Marines:	Navy & Marines go to https://jst.doded.mil/ and send your official transcript to Central Texas College in Killeen, Texas.
Air Force:	Air Force, go to http://www.au.af.mil/au/ccaf/transcripts.asp and send your official transcript to Central Texas College in Killeen, Texas.
Prior Service:	DD Form 214 (MOS/ NAVY RATING over 10 years old can't be considered for credit)
	Copies of NCOERs (for Army only)
	Certificates of Service School completions not listed on DD 214

Civilian Work Experience

Submit the following documentation:

* Using a *CTC Catalog*, determine courses for which you feel you are eligible and should receive credit.
* Write a paragraph for each course indicating why you feel this course credit may be awarded.
* Provide a complete resume of your work experience.
* Submit written verification on company letterhead from present and past employers that information Contained is correct and true.
* Supply notarized or "True Copy" certificates and licenses.

Special Tests: To have results of tests considered, have the testing agency submit official tests results directly to the Evaluations Department at CTC. Any test results over 10 years old can't be considered for credit. Select one of the following.

☐ CLEP ☐ DANTES ☐ ASE ☐ APP ☐ OTHER: _____

_____ _____

Signature of Student **Date**

I understand that by requesting a SOC Agreement, I authorize CTC to provide copies of the Agreement and provide academic progress reports to the appropriate U.S. military voluntary education offices and the Servicemembers Opportunity Colleges (SOC).

Send this request with attachments to:

Central Texas College
ATTN: Evaluations Department
P.O. Box 1800
Killeen, TX 76540-1800