



# Transcript Evaluation

SMCCCD Home > Transcript Evaluation > Overview

- Overview** >
- Transcript Evaluation >
- Are you Eligible to Use TES >
- Accepted Accreditation >
- Private For-Profit Schools >
- Foreign Transcripts >
- Bachelors Degree in Respiratory Care >
- FAQs >
- Contact Us >

## Overview

As part of San Mateo County Community College District, Transcript Evaluation Service (TES) provides students at Cañada College, College of San Mateo and Skyline College an official evaluation of coursework completed at colleges and universities outside our district for the educational goals of:

- Certificates within SMCCCD
- Associate Degrees within SMCCCD
- CSU GE Certification to transfer to a California State University
- IGETC Certification to transfer to a University of California or a California State University

Without exception, all TES communication with students is conducted via the student's MY.SMCCCD.EDU email account.

Because every evaluation is unique and may require extensive research, the time to complete each evaluation may drastically vary. TES continually receives large number of requests and completion time for an evaluation is 6 to 8 weeks; however, during certain times in the year, it may take 12 to 16 weeks to complete evaluations.

Coursework from independent or out-of-state colleges/universities, or predating available catalogs, may require students to provide course descriptions, syllabi or additional catalog information which may increase completion time for an evaluation. Students are notified by email if this is necessary.

Students receive a confirmation email once their evaluation is complete. Students should meet with a counselor, soon after receiving results of their evaluation, to complete an accurate Student Educational Plan (SEP).

## San Mateo County CCD

SMCCCD are a three College District located between San Francisco and the Silicon Valley. Our Colleges serve more than 40,000 students each year and offer the first two years of instruction in a wide variety of transfer programs as well as more than 90 vocational-technical programs.

## Contact

3401 CSM Drive,  
San Mateo, CA 94402 USA  
(650) 574-6550  
webmaster@smccd.edu

## smccd.edu

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