We are pleased that you have chosen to transfer to AWC. These steps will help guide you through the process.

1. **Get Admitted**
   Apply for admission. Once admitted, students should schedule an appointment with an Academic Advisor and will need to register for classes before the evaluation process can be started.
   [https://www.azwestern.edu/admissions](https://www.azwestern.edu/admissions)

2. **Request an Evaluation**
   Submit an Online Request for Evaluation/Re-evaluation of Credits.
   [https://www.azwestern.edu/transfer](https://www.azwestern.edu/transfer)

3. **Transcripts**
   Request official transcripts from all prior institutions.
   Arizona Western College
   Transfer Services Office
   PO Box 929
   Yuma, AZ 85366-0929
   Electronic official transcripts may be sent to Transfer.Services@azwestern.edu

4. **Request for 6 (minimum) AWC Credit Hours**
   Students must be enrolled or have completed at least 6 AWC credit hours before an official evaluation of transfer credit can be started.

5. **Activate Student Accounts**
   All communication regarding the evaluation of transfer credit will be through the official student email.
   * Visit azwestern.edu/transfer for more details.

**International Students Transferring to AWC**
If you are an international student who needs to start the process of becoming an AWC student, visit [https://www.azwestern.edu/international](https://www.azwestern.edu/international)

International students are required to obtain a translated course-by-course evaluation of credits and also provide a course syllabus or course description in English for each class. Visit the department website for more information.

*Once all steps listed above have been completed by the student, the process of evaluating transcripts may take up to five weeks*