

# ADMINISTRATIVE PROCEDURE No. AP4100

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## Admission Procedures

Date Adopted:

Date Revised:

Date Reviewed: 24 March 2014

References:

### Admission Procedure for incoming first-time college students:

1. Take the COMET and be placed into a program at the college. A test fee of \$5 will be collected. The COMET is administered in November at the State campuses for spring admission, and in February to March at all the high schools and the State campuses.
2. Obtain an [Application for Admission form](#) from a high school counselor, State Campus Dean, or at the College's website.
3. Complete the Application for Admission, and mail it with the \$10 admission fee to:  
Office of Admissions, Records and Retention  
College of Micronesia-FSM  
P.O. Box 159, Kolonia, Pohnpei  
Federated States of Micronesia 96941
4. Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal, and either submit it to the COM-FSM Financial Aid Office or mail it directly to:

Federal Student Aid Programs  
P.O. BOX 4691  
Mt. Vernon, IL 62864-0059

5. Request that official high school transcript or General Educational Development (GED) scores are sent to the Office of Admissions, Records and Retention (OARR). High school seniors should submit a seven-semester transcript.

### Admission Procedure for college transfer students

- 1) Obtain an [Application for Admission form](#) from a high school counselor, State Campus Dean, or at the College's website.
- 2) Complete the Application for Admission, and mail it with the \$10 admission fee to:  
Office of Admissions, Records and Retention  
College of Micronesia-FSM  
P.O. Box 159, Kolonia, Pohnpei

Federated States of Micronesia 96941

- 3) Complete the [Free Application for Federal Student Aid](#) (FAFSA) or the FAFSA renewal, and either submit it to the COM-FSM Financial Aid Office or mail it directly to:

Federal Student Aid Programs  
P.O. BOX 4691  
Mt. Vernon, IL 62864-0059

- 4) Request official transcripts to be sent directly from all colleges previously attended to the college's Office of Admissions, Records and Retention. Hand carried transcripts (even though unopened) cannot be considered official.