

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 4203

**Admission to Third-Year Certificate of Achievement Programs in
Accounting or General Business**

Date Adopted: 23 May 2001

Date Revised:

Date Reviewed: 24 March 2014

References:

Procedure:

1. Obtain an Application for the [Third-Year Certificate of Achievement Programs in Accounting or General Business form](#) from the college's Office of Admissions, Records and Retention (OARR). The form may also be downloaded from the college's [website](#).
2. Complete the Application for the Third-Year Certificate of Achievement Programs in Accounting or General Business form.
3. Verify with Business Office whether or not you have outstanding balance (see *For Business Office Use Only* section of the form).
4. Submit the completed and Business Office verified form to the college's OARR.
5. Wait for the official notice from the college's OARR.