

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE No. 4207

Admission to Second Degree

Date Adopted: 01 April 1993

Date Revised:

Date Reviewed: 22-24 March 2014

References:

Procedure:

Students seeking a second associate degree must file an Application for Second Degree Admission. If the degree was earned from an institution other than the College of Micronesia-FSM, the student must also submit:

1. Obtain an [Application for Admission](#) form from a high school counselor, state campus dean/director, 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 (OARR)
College of Micronesia-FSM
P.O. Box 159
Kolonia, Pohnpei FM 96941

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

Degree was earned from the College of Micronesia-FSM:

1. Obtain an Application for Second Degree Admission form from the college's OARR.
2. Verify with Business Office whether or not you have outstanding balance (see *For Business Office Use Only* section of the form).
3. Submit the completed and Business Office verified form to the college's OARR.
4. Wait for the official notice from the college's OARR.