

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 4000

Open Admission

Date Adopted: 01 April 1993

Date Revised: 06 April 2021

Date Reviewed: 24 March 2014; 06 April 2021; 02-04 April 2025

References:

Admission Procedure for Incoming First-Time College Students

To apply for admission as a **first-time college student** at COM-FSM, follow these steps:

1. Take the COM-FSM placement test to determine your placement into degree, developmental, or certificate of achievement programs.
2. Obtain the COM-FSM Application for Admission.
 - Visit the Office of Admissions, Records, and Retention (OARR) at the COM-FSM National Campus in Palikir, Pohnpei, or at any state campus (Chuuk, Kosrae, Yap, or CTEC).
 - Alternatively, you can download the form from the official college website: <https://www.comfsm.edu.fm/forms/>
3. Submit the Completed Application Packet to OARR. Ensure that you adhere to the application submission deadline. The packet must include all of the following:
 - Completed COM-FSM Application for Dual Enrollment
 - Official high school transcript verifying completion of 12th grade and a minimum cumulative GPA of 3.50, or a General Educational Development (GED) certificate with a minimum score of 35 on each section and an average score of 45, or a HiSET certificate with a minimum score of 8 on each subtest, a writing essay score of at least 2 out of 6, and a total combined score of at least 45 across all five subtests.
 - Proof of payment of the admission fee
4. Wait for Review and Notification. The Recruitment, Admissions, and Retention Committee (RARC) will review your application, and you will be notified of the outcome by the Office of Admissions, Records, and Retention (OARR).

To apply for admission as **transfer students** at COM-FSM, follow these steps:

1. Obtain the COM-FSM Application for Admission.
 - Visit the Office of Admissions, Records, and Retention (OARR) at the COM-FSM National Campus in Palikir, Pohnpei, or at any state campus (Chuuk, Kosrae, Yap, or CTEC).
 - Alternatively, you can download the form from the official college website: <https://www.comfsm.edu.fm/forms/>

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2. Submit the Completed Application Packet to OARR. Ensure that you adhere to the application submission deadline. The packet must include all of the following:
 - Completed COM-FSM Application for Dual Enrollment
 - Official transcripts from all colleges or universities previously attended. Transcripts from non-U.S. accredited institutions must be accompanied by an evaluation for U.S. equivalency from an accredited evaluating agency.
3. Proof of payment of the admission fee.
4. Wait for Review and Notification. The Recruitment, Admissions, and Retention Committee (RARC) will review your application, and you will be notified of the outcome by the Office of Admissions, Records, and Retention (OARR).

Transfer students are individuals who have previously attended another college or university and wish to transfer their credits to COM-FSM to pursue a degree or certificate program.