

COLLEGE OF MICRONESIA-FSM

Office of Admissions, Records, and Retention

www.comfsm.fm

National Campus

P.O. Box 159 Kolonia, Pohnpei FM 96941

Pohnpei Campus

P.O. Box 614 Kolonia, Pohnpei FM 96941 **Chuuk Campus**

P.O. Box 37

P.O. Box 879 Weno, Chuuk FM 96942

Kosrae Campus Tofol, Kosrae FM 96944 **Yap Campus** P.O. Box 286 Colonia, Yap FM 96943

FSM FMI P.O. Box 1056 Colonia, Yap FM 96943

TRANSCRIPT REQUEST FORM

Note: Monies owed to COM-FSM will cause a delay in processing this transcript

Mail to Office of Admissions, Records and Retention

Email to

registrar@comfsm.fm

College of Micronesia-FSM P.O. Box 159, Kolonia, Pohnpei FM 96941	Fax to (691) 320-2479
NUMBER OF TRANSCRIPTS ORDERED	INDENTIFYING STUDENT INFORMATION
☐ Unofficial copies ☐ Official copies	Social Security Number
SEND (please check all that apply) ☐ Now, please ☐ At the END of semester/summer ☐ To more than one location (please use back of this form to list additional addresses)	Date of Birth Maiden or Other Last Names
PAYMENT OF FEES REQUIRED IN ADVANCE. Please indicate type of payment you enclosed with this request ☐ Cash ☐ Check	Last Name First Name MI
Others	Mailing Address (P.O. Box, Street, City, Country, ZIP Code)
Undercthe FAMILY RIGHTS AND PRIVACY ACT OF 1974 , this information is released to you on condition that you will not permit any other party to have access to such information without written permission of the	Phone Email Address
student.	Attendance at COM-FSM
Mail Transcript to (Please print complete address)	Student required signature to release the transcript
	Student (Signature over printed name)
	Date
FOR BUSINESS OFFICE USE ONLY	
Amout Received	Date Processed State Campus Account Processed by (Initials)
COM-FSM Transcript Policy	Reason for the Request
 Transcripts are issued upon written request only. Each student is entitled to one transcripts free of charge. A fee of \$4.00 will be paid, in advance, for each additional transcript request. Transcripts are processed within three days from the time the request is received by OARR National Campus, and after requests are cleared by the Business Office at COM-FSM National Campus. 	□ Admission to other colleges □ Job application □ Loan (Educational) □ Scholarship Application □ Military □ Others, please specify
FOR OFFICE OF ADMISSIONS, RECORDS AND RETENTION (OARR) USE ONLY	
Date/Hour Transcript Request Received Date Transcript Processed Transcript Processed by Date Transcript Released	Remarks

College of Micronesia-FSM is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.