## How to request for a transcript

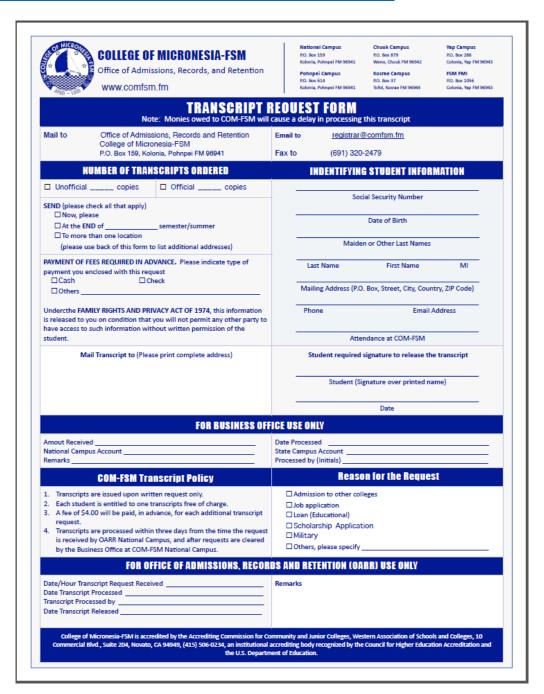
The Office of Admissions, Records and Retention (OARR) maintains a transcript, or permanent record on all COM-FSM students. Recorded on the transcript are all courses taken, the credits earned and the grade awarded for each course. Transcripts are issued upon <u>written requests only</u>.

Each student is entitled to one transcript free of charge. A fee of \$4, paid in advance, is charged for each additional transcript requests. A transcript will not be issued until all financial and other obligations to the college have been met.

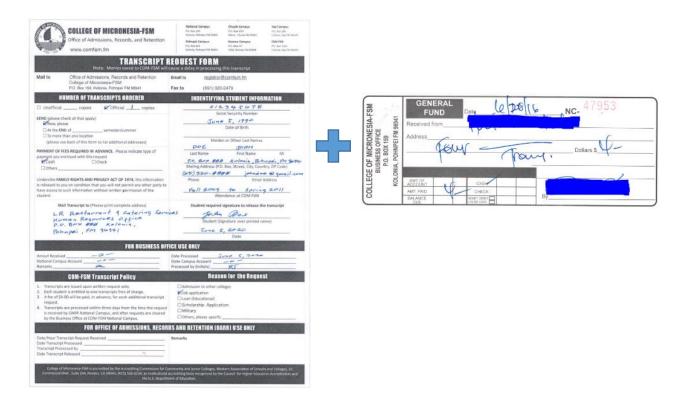
## **Procedure:**

1. Obtain a Transcript Request Form from the Office of Admissions, Records and Retention or download the form from the college website

http://www.comfsm.fm/oar/forms/transcript%20request%20from.pdf



2. Complete the transcript request form and pay the transcript processing fee at the Business office.



3. Submit the Transcript request form and copy of receipt to the Office of Admissions, Records and Retention. Processing time normally is within two to three days from day of submission of request form.



