

# **TRANSFER OF CREDIT TO COM**

---

It is the student's responsibility to arrange for official transcripts from former institutions to be received by the Admissions and Records Office prior to being admitted. Transcripts are considered official only when:

- received through the mail,
- hand delivered in a sealed envelope, signed by the Registrar and bearing the seal of the school from which they are issued,
- received electronically through SPEEDE, and TREX, or
- PDF version is sent from companies such as the National Student Clearinghouse, Parchment, e-script, etc.

Transcripts received become the property of COM. To expedite the transcript evaluation process, submit a Transcript Evaluation form online at <https://www.com.edu/admissions/transcript-evaluations.html> or visit the Admissions and Records Office in the Doyle Family Administration Building.