

## TRANSCRIPTS

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### Ordering Official Transcripts Online

How-to video: [Order Official Transcripts \(//youtu.be/157HikC-Dpl\)](https://youtu.be/157HikC-Dpl).

### Former Students Without Access to MyCOM

FORMER STUDENTS CLICK HERE ([HTTPS://WWW.CREDENTIALS-INC.COM/TPLUS/?ALUMTRO001178](https://www.credentials-inc.com/tplus/?ALUMTRO001178))

**\*\*Online orders using P (<https://www.credentials-inc.com/tplus/?ALUMTRO001178>)archment (<http://www.credentials-inc.com/tplus/?ALUMTRO001178>) require a signature page\*\***

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### Current Students – View or Order Transcripts on MyCOM

CURRENT STUDENTS CLICK HERE ([HTTPS://MYCOMSSB.MARIN.EDU/PROD/RTSCRED.P\\_CREDCALL\\_TRN](https://mycomssb.marin.edu/prod/rtscred.p_credcall_trn))

1. Login to [MyCOM \(https://idp.quicklaunchsso.com/marin\)](https://idp.quicklaunchsso.com/marin).
2. Click on the Students tab.
3. Click on Order Official Transcript in the Student Dashboard.

### Track Your Order

Check the status of your transcript order online: [Check the Status of My Order \(https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER001178\)](https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER001178).

### Regular Service

College of Marin provides free copies of regular service official transcripts for the first two ever ordered. After this, the cost is \$6 per copy.

- \$6 per copy (electronic copies processed immediately, allow 3-5 business days for hardcopies to be printed and mailed via USPS)

### Rush Service for In-person Pick-up

- \$15 per copy
- Place order online and allow one hour after receipt of authorization for processing.

*NOTE: During the months of June and July, rush service is NOT available on Fridays.*

### CSU/GE or IGETC Certification

Request for Certification of General Education Transfer Courses

How-to video: [How to Order to order a Transcript with IGETC Certification \(https://youtu.be/wEt2hwRBdzk\)](https://youtu.be/wEt2hwRBdzk).

- A CSU/GE or IGETC Certification is when you request your final transcript be sent to the school to which you are transferring.

- Final grades for IGETC courses must appear on the transcript before certification can be done.
- A completed [CSU/GE IGETC Certification Request Form](http://forms.marin.edu/sites/forms/files/GE_Cert_Req.pdf) ([http://forms.marin.edu/sites/forms/files/GE\\_Cert\\_Req.pdf](http://forms.marin.edu/sites/forms/files/GE_Cert_Req.pdf)) should be uploaded to your online Transcript order
- See above instructions for Ordering Transcripts Online then follow these steps:

1. In the "Attachment Options for this Recipient" section, please indicate "Yes" when asked if you are providing an attachment.
2. After submitting your order, upload information will be provided on the confirmation page under "Additional Action Required".

- The IGETC form will be forwarded to [Sheldon Carroll \(mailto:sjcarroll@marin.edu?subject=IGETC%20Certification\)](mailto:sjcarroll@marin.edu), Evaluation Analyst, for certification & sent to the designated CSU or UC with the Official Transcript.

## **The Common Application (Transfer to Private Colleges/Universities)**

### **Transcript Matching Form Instructions**

Since COM uses Credentials (Third Party) to process transcripts, do NOT bring the Common Application Transcript Matching form to Enrollment Services.

- Request an Official Transcript through your MyCOM portal to be mailed to the address on the form, not to each individual school:

*The Common Application Transcript Processing Center*  
 PO Box 9135  
 Watertown, MA 02471

- Indicate that you have an attachment when prompted.
- You will be prompted to attach/upload the attachment & asked whether the form needs to be processed by COM or can be sent as is with the Official Transcript. Choose to have it sent as is. Sample: [Transcript Matching Form \(/sites/es/files/Transcript%20Matching%20Form.pdf\)](/sites/es/files/Transcript%20Matching%20Form.pdf).

### **Transfer College Report**

There are 2 ways to have the Transfer College Report form processed by a College Official (Dean of Enrollment Services): [\(/sites/es/files/Transcript%20Matching%20Form.pdf\)](/sites/es/files/Transcript%20Matching%20Form.pdf)

#### **With Official Transcript**

- Request an Official Transcript through your MyCOM portal to be sent to the College/University.
- Indicate that you have an attachment when prompted.
- You will be prompted to attach/upload an attachment & asked whether the form needs to be processed by COM or can be sent as is with the transcript. Choose to have it processed by COM.

#### **Without Official Transcript**

- Email the Transfer College Report with the student portion completed to [Gina Longo \(mailto:glongo@marin.edu\)](mailto:glongo@marin.edu) for processing.
- Include a list of all the Colleges & email addresses where you applied. Please include your M00#.

## **Unofficial Transcripts are not available**

Order Official Transcripts - follow steps at top of this page.

## Official Transcripts for COM Evaluation

Official transcripts from other accredited institutions to be evaluated toward College of Marin graduation requirements should be sent to College of Marin, Office of Enrollment Services, 835 College Ave, Kentfield, CA 94904.

## Foreign Transcript Evaluations

Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by the College of Marin: [WES \(https://www.wes.org/\)](https://www.wes.org/), [IERF \(https://www.ierf.org/\)](https://www.ierf.org/). Lower division credit will be granted when the academic level of the coursework is deemed to be comparable to that of classes taught in regionally accredited United States colleges and universities.

## ENROLLMENT SERVICES

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[Home \(/home\)](#)

[Admissions \(/admissions\)](#)

[Financial Aid \(/financial-aid\)](#)

[Petitions/Prerequisites \(https://mycom.marin.edu/group/mycampus/students/petitions-and-prerequisites\)](https://mycom.marin.edu/group/mycampus/students/petitions-and-prerequisites)

[Records \(/records\)](#)

[Registration \(/registration\)](#)

[Scholarships \(/scholarships\)](#)

[Transcripts \(/records/transcripts\)](#)

## CONTACT INFORMATION

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Enrollment Services

[Contact and Support \(/contact-support\)](#)

### Direct Phone Services

(415) 457-8811 ext. 8822

Monday through Thursday

9 am – 1 pm

2 pm – 4 pm

Friday

9 am – 1 pm

### In-Person Service/KTD & IVC

Monday through Thursday

9 am – 1 pm

2 pm – 4 pm

### Virtual Service (Zoom) (<https://marin-edu.zoom.us/j/99597294752>)

Zoom ID: 99597294752

Friday

10 am – 1 pm

[RECORDS PETITIONS \(/RECORDS/PETITIONS\)](#)

[TRANSCRIPTS \(/RECORDS/TRANSCRIPTS\)](#)

## EVENTS

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**DEC  
12** [Fall Final Exams for Weekday Classes \(/event/fall-final-exams-weekday-classes\)](/event/fall-final-exams-weekday-classes)  
9:00am

**DEC  
17** [Final Exams for Fall Saturday Classes \(/event/final-exams-fall-saturday-classes\)](/event/final-exams-fall-saturday-classes)  
8:00am Kentfield and Indian Valley Campuses

**JAN  
3** [Fall Final Grades Due from Faculty \(/event/fall-final-grades-due-faculty\)](/event/fall-final-grades-due-faculty)  
9:00am

[SEE ALL EVENTS \(/EVENTS\)](/EVENTS)