



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
OFFICIAL TRANSCRIPTS AND CREDENTIALS	January 19, 2000	1310.015

POLICY STATEMENT (R*)

All official transcripts, test scores, and any other required credentials must be received directly from the issuing agencies. It is the applicant's responsibility to initiate the request for credentials to the issuing agencies and to assure their receipt by FIU's Office of Admissions. All transcripts and test scores submitted from an issuing agency become the property of Florida International University and cannot be returned to the student or released to a second party.

REASON FOR POLICY (O*)

To determine admissibility of the student.

PROCEDURES (O*)

Once transcripts are received and evaluated, an admission decision is determined and a letter is forwarded to the student. A large percentage of institutions are sending transcripts electronically. Once a student applies to our institution a request is made for an electronic transcript.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Enrollment Services
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of Undergraduate Admissions
11200 S.W. 8th Street - PC 140
Miami, Florida 33199
Telephone: (305) 348-3662

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For any questions or comments, the "Document Details" view for this policy online provides complete contact information.

***R = Required *O = Optional**