

## Admissions Checklist

- ❑ Complete the online application at **CCIS.edu/Apply**.
- ❑ Pay the \$35 application fee.
- ❑ Send one of the following transcripts to the Office of the Registrar at 1001 Rogers St., Columbia, MO 65216 OR by email at **EVALTrans@ccis.edu**:  
Your official high school transcript or HISET/GED score  
OR your official college transcripts\* with at least six completed credit hours.
- ❑ Authenticate your identity by visiting your local Columbia College office with a government issued photo ID or online at **ProctorU.com/CCIS**. (Click on the "Authenticate" tab on the top of the page, set up a ProctorU account and schedule an authentication session. A webcam is needed for online authentication.)
- ❑ Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at **FAFSA.gov**.
- ❑ If you earned college credit from multiple colleges or universities, arrange for official transcripts from all previous colleges and universities to be mailed directly to the Office of the Registrar to begin credit evaluation.
- ❑ If applicable, have official score reports (Advanced Placement, CLEP, DSST) mailed directly to the Office of the Registrar.
- ❑ If you have served in the military, request that an electronic copy of your military transcripts is sent to **EVALTrans@ccis.edu**.

Columbia College  
FAFSA code: 002456

\*Unofficial transcripts can be submitted to your local campus for initial admission review. Official transcripts will be required within 90 days of the start of your first registration.