



## Admission Documents

### **Bacterial Meningitis**

All documents pertaining to compliance with the bacterial meningitis vaccination policy should be mailed, faxed, emailed, or hand-delivered to Del Mar College Office of Admissions. We will accept these documents from high schools, higher education institutions, physician's offices, and from the parent/student. The shot is good for 5 years from the date it's administered. The admissions staff will verify that the immunization is current and still in effect.

### **College Transcripts**

Official Transcripts must be issued to the college from the institution of record. The TS can be accepted both by mail and electronically through EDI. Transcripts can be hand-delivered but must be in a sealed envelope. Faxed transcripts and scanned email can only be received directly from the college. All transcripts not received directly from the higher education institution or opened/emailed by the student will be considered unofficial.

### **High School Transcripts**

Official Transcripts must be issued to the college from the institution of record. The TS can be accepted both by mail and electronically through TREX. Transcripts can be hand-delivered but must be in a sealed envelope. Faxed transcripts and scanned email received directly from the high school will be considered as unofficial. Schools will still be required to send transcripts TREX or by mail. All transcripts not received directly from the high school or opened by the student will be considered unofficial.

### **Test Scores**

DMC require an official score report from the institution that administered the exam, either by fax or scanned email. Staff will use the Cross-Institutional Reporting to retrieve scores where the exam was taken at another college. Students can bring in test scores in a sealed envelope from the administering institution. Test scores will not be accepted from a student if not in a sealed envelope.

### **Supporting Documents**

Social Security Cards, Permanent Residence Cards should be hand delivered to Del Mar College Office of Admissions. Staff will be required to create a copy from the original document. We will accept copies from high schools, higher education institutions by fax or email. If they are not legible, originals will need to be delivered to DMC. DMC representatives working at schools must make a copy of the original document or receive one from an official representative from the institution. Pictures of documents are not considered official.

### **Residency Documentation**

All residency documentation should be hand delivered to Del Mar College Office of Admissions. Student is required to bring in their support document for residency classification. If a student is requesting a reclassification, affidavit of residency, military, or any other issues should go directly to the Registrar's Office.

### **Additional Policies**

DMC will not accept a picture of a document. THECB Regulations require the college to adhere to policy for authenticity.

International students should be directed to an Admission Assistant. All correspondence from International students will be handled by an Admissions Assistant.