

# TRANSCRIPT EVALUATION MAP

## Apply to CSM

<https://csmd.elluciancrmrecruit.com/Apply/Account/Login>

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## Complete the Transcript Evaluation Request Form

<https://www.csmd.edu/student-services/transfer-services/incoming/transcript-evaluation-request.html>

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**Please Note: The evaluation will not begin until both the Official Transcript and Evaluation Request Form are received**

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## Evaluation of Official Transcripts

Evaluations take up to 2-4 weeks (4-6 during peak registration). To help expediate the process, please submit syllabi to [transeval@csmd.edu](mailto:transeval@csmd.edu). Syllabi can be requested by contacting the Academic Departments or the Registrar's Office at your previous institution.

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## Confirmation Email of Evaluation Completion

Confirmation Email is sent to the email on file from the transcript evaluator at [transeval@csmd.edu](mailto:transeval@csmd.edu) one the evaluation has been completed. You will be prompted to log into your my.CSMD to view how your courses transferred and your progress in your program.

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## Submit Official Transcripts

Electronically (sent directly from the institution):  
[transcripts@csmd.edu](mailto:transcripts@csmd.edu)

Parchment: <https://www.parchment.com/order/my-credentials/>

By Mail: College of Southern Maryland  
Attn: Registrar's Office  
P.O. Box 910  
La Plata, MD 20646

## Confirmation Email of Transcript Receipt

Confirmation Email is sent to the email on file from the transcript evaluator at [transeval@csmd.edu](mailto:transeval@csmd.edu) once the transcript is received and submitted for evaluation.

## Meet With an Academic Advisor

While waiting for the completion of the official evaluation, students are encouraged to meet with an academic advisor. An advisor can conduct an unofficial evaluation and assist with registering for the upcoming semester prior to the official evaluation being completed.

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