**WAYS TO EXPEDITE THE TRANSFER OF CREDITS**

**If you are expecting transfer credits (classes taken at a different institution):**

Be sure to contact the other institution to request your final official transcript be sent to FSU at [admissions@fsu.edu](mailto:admissions@fsu.edu). If the other institution needs further contact information, you can be assisted by the Admissions Office at (850) 644-6200.

**If you are expecting AP credits:**

Download your AP Score Report (PDF document) from Collegeboard using this link:  <https://apscore.collegeboard.org/scores/#/>. Send an email to Undergraduate Studies at [undergradstudies@fsu.edu](mailto:undergradstudies@fsu.edu) with the PDF attached and also include the Registrar’s Office at [ar-recordsaudits@fsu.edu](mailto:ar-recordsaudits@fsu.edu). Please do not send in a screen shot of your scores.  The Registrar’s Office will not post credits based on a screen shot.

**If you are expecting AICE credits:**

For your AICE credits, please have these two pieces of information handy:

1. Your School Center Number

2. Your Candidate Number

If you are not sure of your information, you can ask your high school guidance counselor or check the email address you used while you attended high school. Send an email to Undergraduate Studies at [undergradstudies@fsu.edu](mailto:undergradstudies@fsu.edu) with these two pieces of information and also include the Registrar’s Office at [ar-recordsaudits@fsu.edu](mailto:ar-recordsaudits@fsu.edu). The credit posting section will try to retrieve your AICE scores using this information.

**If you are expecting IB credits:**

First, make sure that you have properly released your scores to FSU using this website:  <https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>. Next, send an email to Undergraduate Studies at [undergradstudies@fsu.edu](mailto:undergradstudies@fsu.edu) and also include the Registrar’s Office at [ar-recordsaudits@fsu.edu](mailto:ar-recordsaudits@fsu.edu) to let us know that you have released your IB credits to FSU.  The credit posting section will try to retrieve your IB scores and will reach out to you if they have any difficulties.

**If you are expecting College Composition CLEP credit:**

Send an email to Undergraduate Studies at undergradstudies@fsu.edu and also include the Registrar’s Office at [ar-recordsaudits@fsu.edu](mailto:ar-recordsaudits@fsu.edu) to let us know the date that you took the CLEP exam and the score that was received.