



Common Application Student Procedures | Fall 2019

***Some schools may require a Transfer College Report. Please check on the website of each private school to confirm. If they do require this report, follow the directions below:**

IF YOU **STILL NEED TO SEND** TRANSCRIPTS:

- STEP ONE
 - Download the “Transfer College Report” from the school’s website. Save it to your computer. (PDF, DOC, and DOCX formats are accepted). Fill out the top section that includes your name and Common App ID (available in the upper right-hand corner of the application).
- STEP TWO
 - Request an official SRJC transcript through the National Student Clearinghouse **www.getmytranscript.com** (which can also be accessed via your Cubby) **AND** upload the “Transfer College Report” to the request at the time of order.
 - Make sure to include information in the "Special Instructions" part of the transcript request stating that you have included a Common Application attachment.
 - The form will be completed and attached to the official transcript by Admissions & Records when it is ready to be mailed to colleges.

IF YOU **HAVE ALREADY SENT/NOT REQUIRED TO SEND** TRANSCRIPTS:

- STEP ONE
 - Download the “Transfer College Report” from the school’s website. Save it to your computer. (PDF, DOC, and DOCX formats are accepted). Fill out the top section that includes your name and Common App ID (available in the upper right-hand corner of the application).
- STEP TWO
 - Prepare (on a separate sheet of paper) a list of all colleges and their mailing addresses.
- STEP THREE
 - Drop off the Transfer College Report **and** list of colleges/addresses at Admissions & Records.
 - Admissions & Records will complete the form and send it on your behalf to the colleges on the list you provide.

PLEASE NOTE:

- Other Common Application forms requesting midterm grades (such as “Midterm Report” and “Final Year Report”), high school information, or counselor statement CANNOT be completed by the A&R Office and should NOT be included with the transcript request form as they will not be completed or sent. The student is responsible for contacting the appropriate individuals for completion of those forms. Not all schools require these other forms. Some of these forms can be uploaded into the common app. Check with each university on your list on procedures.