

## COMMON APPLICATION

### Instructions for Requesting the Academic Evaluator & College Report Form

Are you using the Common Application to apply to private, independent and/or out-of-state universities?

If yes, use this form to help you complete the “Academic Evaluator” & “College Report” sections.

#### **Academic Evaluator:**

1. Determine if the “Academic Evaluator” form is required. Please allow at least two weeks prior to the university application deadline for this request to be completed (university application deadlines vary)
2. Identify the instructor or counselor you would like to complete the “Academic Evaluator” form. It is recommended that you ask someone who is familiar with you. Input her/his information including her/his email address in the “Invite Recommenders” section.
3. The instructor and /or counselor will receive an email directly from the Common Application giving them the option to submit it electronically or via mail.

#### **College Report:**

*Please note that not all Common App institutions require College Report (i.e. USC and LMU do not require)*

*Therefore, we recommend you confirm with each college whether they require this form in addition to a transcript. The College Report is an offline form, please print.*

1. Please allow at least two weeks prior to the application deadline for this request to be completed.  
Note: application deadlines vary.
2. Submit the College Report to a counselor with unofficial transcripts from all colleges and/or universities attended in order for the counselor to calculate your transferable GPA.
3. Please make sure that the form has your **printed name, common application ID # and the FERPA section marked WAIVED** and indicate which campuses you wish to have your report mailed to, on the back side of this request form.
4. The counselor will complete the ACADEMICS section and forward it to the Dean of Enrollment Services for completion of the CONTACTS & EVALUATION sections.
5. The Enrollment Services Office will notify you when your College Report has been mailed out to the college(s) on your list
6. Request an official transcript for each university/college to which you are applying. Official transcripts may be ordered from the Admissions Office. At El Camino College, you can either order and pick up the transcripts from the admissions office and **mail them yourself** OR have El Camino College **mail them for you** to the institution(s)

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### Student Information

Student Name: \_\_\_\_\_

El Camino Student ID #: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Student Contact Phone #: \_\_\_\_\_

### University/college:

1. University Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. University Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. University Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4. University Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. University Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6. University Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

7. University Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_