

Instructions for Requesting the Common Application College Report

Please note that not all Common Application institutions require the College Report (i.e. USC and LMU do not require form). Therefore, we recommend you confirm with each college whether they require this form.

1. Please allow at least two weeks prior to the application deadline for this request to be completed.

Note: application deadlines vary.

2. Access the fillable PDF Common Application College Report, Instruction Handout and Student Information Sheet at the El Camino College Transfer Center website located in the Private/Out-of-State Toolbox:

<https://www.elcamino.edu/academics/transfer-center/resources/toolbox-2.aspx>.

- A. Fill out the **STUDENT DETAILS** section and mark that you **WAIVE** your right to review all recommendations/supporting documents under the **FERPA RELEASE AUTHORIZATION** section and sign/date the form.

3. Email a completed PDF copy of the Common Application College Report and the Student Information Sheet to a counselor. On the Student Information Sheet, indicate universities/colleges, department (i.e. Undergraduate Admissions Office) and department email you wish to have your report sent. **Please DO NOT print forms and provide counselor with hard copies.**

4. The counselor and the Student Support Services division will complete the **BACKGROUND INFORMATION** AND the **COLLEGE OFFICIAL** sections of the Common Application College Report.

5. The Student Support Services division will email you when your College Report has been emailed to the college(s) on your Student Information Sheet.

Student section

Student details

Legal name _____
First/given Middle Last/family/sur (Enter name exactly as it appears on official documents.) Suffix

Preferred name _____ Date of birth _____
First/given Middle mm/dd/yyyy

Email _____ CAS ID _____

Current address _____
Number and street Apartment number City/town

County _____ State/province _____ Country _____ ZIP/postal code _____

Current college or university _____

How many college credits have you earned prior to this academic term? _____

How many college credits will you have earned when you enroll at the college to which you are applying? _____

FERPA release authorization

I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

- I waive my right to review all recommendations and supporting documents.
- I DO NOT waive my right to review all recommendations and supporting documents.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission.

Signature _____ Date _____
mm/dd/yyyy

College official section

If you have access to the student's academic records, please complete this form in its entirety. Please send this form directly to each college admission office. Do not send this form to Common App.

College official details

Name _____
Prefix First/given Middle initial Last/family/sur Suffix

Title _____ Phone _____
Include country code, number, and extension (if applicable)

Email _____

College name _____

Address _____
Number and street City/town

County _____ State/province _____ Country _____ ZIP/postal code _____

Background information Please ensure that information matches what is on the transcript.

Cumulative GPA _____ GPA scale _____ From (start date) _____ Ending (final date) _____
mm/dd/yyyy mm/dd/yyyy

Is this student in good academic standing?
If you answer no, please attach an explanation.
 Yes No

Is this student eligible to return to your school?
If you answer no, please attach an explanation.
 Yes No

Signature _____ Date _____
mm/dd/yyyy

COMMON APPLICATION COLLEGE REPORT

Student Information Sheet

Student Name: _____

El Camino Student ID #: _____

Student Email Address: _____

Student Contact Phone #: _____

University/college:

1. University Name _____

Department: _____ Department Email: _____

2. University Name _____

Department: _____ Department Email: _____

3. University Name _____

Department: _____ Department Email: _____

4. University Name _____

Department: _____ Department Email: _____

5. University Name _____

Department: _____ Department Email: _____

6. University Name _____

Department: _____ Department Email: _____

7. University Name _____

Department: _____ Department Email: _____

8. University Name _____

Department: _____ Department Email: _____

9. University Name _____

Department: _____ Department Email: _____