

COMMON APPLICATION

Instructions for Requesting the College Report Form

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 College Report PDF form at the El Camino College Transfer Center website located in the Private/Out-of-State Toolbox in the Common Application Tools section

(<https://www.elcamino.edu/student/studentservices/transfercenter/toolbox-2.aspx>). In the **IMPORTANT PRIVACY NOTICE** section of the College Report **mark that you WAIVE your right to review all recommendations/supporting documents** and sign/date the form.

3. Email a completed and signed copy of the College Report and the Student Information Sheet (2nd page) to a counselor with unofficial transcripts from all colleges and/or universities attended in order for the counselor to calculate your transferable GPA. On the Student Information Sheet, make sure to indicate which universities/colleges, department (i.e. Undergraduate Admissions Office) and department email you wish to have your report sent.
4. The counselor and the Student Support Services division will complete the academic/disciplinary records information in the **COLLEGE OFFICIAL** section.
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.

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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: _____