Instructions for Requesting the Common Application College Report and/or the Coalition Application Transfer Report Form

Please note that not all Common Application institutions require the College Report (i.e. USC and LMU <u>do not</u> 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 Common Application College Report or the Coalition Application Transfer Report PDF form at the El Camino College Transfer Center website located in the Private/Out-of-State Toolbox (https://www.elcamino.edu/student/studentservices/transfercenter/toolbox-2.aspx).

   A. In the **IMPORTANT PRIVACY NOTICE** section of the Common Application College Report **mark that you WAIVE your right to review all recommendations/supporting documents** and sign/date the form.

   B. In the **APPLICANT** section of the Coalition Application Transfer Report mark **YES to WAIVE your right to review the Transfer Report evaluation.**

3. Email a completed copy of the Common Application College Report and/or the Coalition Application Transfer Report as well as the Student Information Sheet (2nd page) to a counselor with unofficial transcripts from <u>all</u> colleges and/or universities attended in order for the counselor to calculate your transferable GPA. On the Student Information Sheet, indicate universities/colleges, department (i.e. Undergraduate Admissions Office) and department email you wish to have your report sent. Also, please indicate which report should be emailed to each university/college.

4. The counselor and the Student Support Services division will complete the academic/disciplinary records information in the **COLLEGE OFFICIAL** section of the Common Application College Report and the **SUMMARY** section of the Coalition Application Transfer Report.

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

COMMON APPLICATION OR COALITION APPLICATION
Student Information Sheet

Student Name: _____

El Camino Student ID #:_____

Student Email Address: _____

Student Contact Phone #:_____

University/college:

1. University Name_____

    Department:_____Department Email: _____

    Check which report you want sent: ☐ Common Application College Report ☐ Coalition Application Transfer Report

2. University Name_____

    Department:_____Department Email: _____

    Check which report you want sent: ☐ Common Application College Report ☐ Coalition Application Transfer Report

3. University Name_____

    Department:_____Department Email: _____

    Check which report you want sent: ☐ Common Application College Report ☐ Coalition Application Transfer Report

4. University Name_____

    Department:_____Department Email: _____

    Check which report you want sent: ☐ Common Application College Report ☐ Coalition Application Transfer Report

5. University Name_____

    Department:_____Department Email: _____

    Check which report you want sent: ☐ Common Application College Report ☐ Coalition Application Transfer Report

6. University Name_____

    Department:_____Department Email: _____

    Check which report you want sent: ☐ Common Application College Report ☐ Coalition Application Transfer Report

7. University Name_____

    Department:_____Department Email: _____

    Check which report you want sent: ☐ Common Application College Report ☐ Coalition Application Transfer Report