

# 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

My name *Do you have a different first name that people call you?* \_\_\_\_\_ 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 transfer to the college where 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: \_\_\_\_\_