Instructions for Completing the School Forms for the Common Application

Most universities require that students submit a variety of supplemental forms in addition to the actual Common Application. The School Forms section in the Common application list the following forms:

- College Official’s Report (titled “College Report”): This needs to be completed by you, the student, a SBCC counselor, and the Dean of Educational Programs. Detailed instructions are available below.
- Instructor Evaluation (titled College Instructor Evaluation”): This form needs to be completed by you, the student, and a SBCC instructor.
- School Report (titled “School Report): This form needs to be completed by you, the student, and your secondary school (high school) counselor

To determine which School Forms the university requires you to submit, go to the university’s website and review the information for the transfer application process. The university will provide specific directions. Note: The School Forms section in the Common Application does not specify what forms each individual university requires.

Instructions for Completing the College Official’s Report for the Common Application

Most universities that use The Common Application require transfer applicants to submit the College Report. Please complete the following steps:

- Download and print the College Official’s Report for each university that requires it.
- You (student) complete the first part of the form.

- A SBCC counselor needs to complete the next section.

[Image of College Official’s Report form]
It is best to have a counselor who knows you complete the form. If you are in a SBCC student support program (e.g. EOPS, MESA, TAP, ESP, STP, Honors, Athletics, Transfer Academy) ask a program counselor to complete the form. If you do not have a counselor who knows you and are not in a SBCC student support program, the Transfer Center Director (SS 140) will complete this section for you. If the Transfer Center Director is not available then any counselor in Academic Counseling (SS 120) can assist you with the form.

You must provide the counselor with the following materials for each university that requires the College Official Report:
1. Printed College Official’s Report with the Applicant section completed
2. An official SBCC transcript in a sealed envelope
3. A completed Personal/Academic Information Profile and copies of your UC Personal Statement responses or other college admission essays if available. The Personal/Academic Profile is available from the SBCC Transfer Center’s website at http://www.sbcc.edu/transfercenter/TheCommonApplicationforPrivateUniversities.php. The counselor needs the information that you provide on this form so that they can write a strong letter of recommendation for you. If you do not provide this information, the counselor will not be able to provide a letter of recommendation for you.
4. An 8.5 x 11 manila envelope with stamps, addressed to the university. Recommendation: Affix 2 stamps per envelope.

All documents must be submitted to a SBCC counselor a minimum of 15 working days prior to the university application deadline.

- After the counselor has completed their section, they will forward the packet to the office of Dr. Ben Partee, Dean of Educational Programs, Student Development (SS 260) and send you an email. Dean Partee will complete the Applicant’s Disciplinary Record section and then his office will mail the completed College Official’s Report and your official transcript to the university in the envelope you have provided.