How to request a College/Transfer Report

Follow these steps if you need Mt. SAC to submit a Common App College Report or Coalition App Transfer Report.

1

Download and complete the student section of your form

tinyurl.com/CommonCollegeReport OR tinyurl.com/CoalitionTransferReport

| common Comn | non App c | ollege report |
|---------------------------------|-----------|---|
| Student section Student details | | |
| Legal name First/given | Middle | Last/family/sur (Enter name exactly as it appears on official documents.) |
| Preferred name First/given | Middle | Date of birth mm/dd/yyyy |

| | DALITION R COLLEGE | COALITION APP TRANSFER | |
|-----------|------------------------------|---------------------------|---|
| APPLICANT | Student Name | | - |
| | | | |

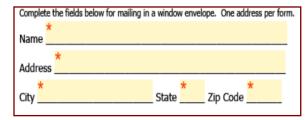
2

Complete Mt. SAC's Request for Verification of Enrollment

Admissions & Records forms: www.mtsac.edu/admissions/

*Insert university name and address here:

| | VERIFICATI | Mt. San Antonio College Admissions & Records Office / (909) 274-4415 1100 North Grand Avenue, Walnut, CA 91789 |
|----------------|------------|--|
| A [*] | | |
| Fall Winter | Spring | Summer YEAR: 20 |



3

Upload both forms and submit your request

Admissions & Records forms: www.mtsac.edu/admissions/

Complete both steps in order for your form to be processed successfully

| step 1: |
|---|
| 1. Select the appropriate form for submission (i.e. application for graduation) and follow all directions for completing the selected form. |
| 2. Once you have completed and electronically signed the form, you will be prompted to enter your Mt. SAC email address (@student.mtsac.edu). Be sure to |
| enter your Mt. SAC email address and <u>NOT</u> a personal/work email address. |
| 3. After verifying your email address, you will receive an email from "FCCC-Mt. San Antonio College". The form you have submitted and other documents (if |
| applicable) will be attached to this email. |
| (Please DO NOT REPLY to eojeda@mtsac.edu, if you have any questions, please email admissions@mtsac.edu) |
| Step 2: |
| 4. Once you click the button below, you will fill out all the required information, upload the form and other documents from the email you received, verify all |
| information provided, and submit. |
| (Please Note: You must attach ALL required documents for your request to be processed.) |
| E. Diago click the button below to gubmit your form |

Reason

Please click here to submit and attach the form & other documents (if applicable) you received from "FCCC-Mt. San Antonio College".

Fill out and attach both the College or Transfer Report and the Request for Verification of Enrollment

