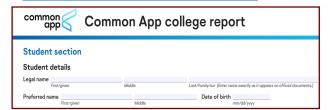
How to request a College/Transfer Report

Follow these steps if you need Mt. SAC to submit a Common App College Report or similar forms for other colleges.

1

Download and complete the student section of your form tinyurl.com/CommonCollegeReport.



2

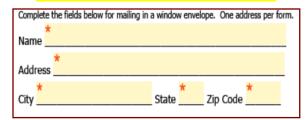
Complete Mt. SAC's Request for Verification of Enrollment

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

Sten 1:



3

Upload both forms and submit your request

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

Reason *

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

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.)
5. Please click the button below to submit your form.

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

Е	nrollment Verification
De	scription *
Ρle	ease describe in detail how we can assist you.
Р	lease send the college/transfer report to [University Name]
Ple	e Attachments * ease upload the following documents:
Ple	
Ple	ase upload the following documents: Copy of a government issued ID to verify your identity.
Ple 1.	ease upload the following documents: Copy of a government issued ID to verify your identity. Copy of the completed forms that you want to submit.