

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.

The screenshot shows the 'Student section' of the Common App college report form. It includes fields for 'Legal name' (with sub-fields for First/given, Middle, and Last/family/sur) and 'Preferred name' (with sub-fields for First/given and Middle). There is also a 'Date of birth' field with a format of mm/dd/yyyy.

2

Complete Mt. SAC's Request for Verification of Enrollment

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

***Insert university name and address here:**

The screenshot shows the 'VERIFICATION OF ENROLLMENT REQUEST' form from Mt. San Antonio College. It includes contact information for the Admissions & Records Office. There are fields for 'A' (with a star), 'Fall', 'Winter', 'Spring', 'Summer', and 'YEAR: 20'. A note at the bottom states 'The following will be verified:'.

The screenshot shows a mailing envelope form with fields for 'Name', 'Address', 'City', 'State', and 'Zip Code'. Each field has a star indicating it is required. A note at the top says 'Complete the fields below for mailing in a window envelope. One address per form.'

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 NOT 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

The screenshot shows a form submission page with three sections: 'Reason *' (a dropdown menu with 'Enrollment Verification' selected), 'Description *' (a text area with the text 'Please send the college/transfer report to [University Name]'), and 'File Attachments *' (a list of documents to upload: 'College Report.pdf', 'Request for Verification of Enrollment.pdf', and 'Photo ID.pdf').