



How to Complete the College Report

Created by the OCC Transfer Center

How to Complete the College Report

Before you begin, make sure that the college(s) you are applying to need the College Report. Not all schools require it, so make sure to research and confirm. Be sure to adhere to all deadlines set by the requesting college/university.

Where to Access the College Report

The College Report is an “Offline Document” which means it’s downloaded and submitted separately from the Common App. You can access a copy of the College Report in the Common App by clicking:

1. Help Center
2. Filling Out Your Common App
3. Program Materials
4. Scroll down to the [Offline Documents](#) subsection

How to Fill Out the Form

Follow these steps to complete the form:

1. Complete the “Student Section” by filling in your information. Don’t forget to sign!
2. Fill out a separate form for every campus that is requesting a College Report.
3. Submit the form to the OCC Transfer Center, and we will complete the “College Official Section”

How to Submit the Form to OCC

To submit the College Report, email the form to the Transfer Center at: transfercenter@occ.cccd.edu

Please include the following:

- Email Subject: Transfer College Report Request
- Form attached as a PDF with the student section, FERPA waiver, and signature completed
- The names and email address(es) of the campus(es) where we will be sending the report
- The deadlines for each individual campus

Time Frame

This form will route from the Transfer Center to the Dean of Students Office and back to the Transfer Center for final signature prior to being emailed. If the student does NOT waive their rights on the FERPA waiver portion on the form, it will then be the student's responsibility to email the form to each campus.

Please allow up to two weeks for this routing process.

The image shows a screenshot of the Common App college report form. The form is titled "Common App college report" and "CR". It is divided into two main sections: "Student section" and "College official section".

Student section:

- Student details:** Includes fields for Legal name (First, Middle, Last/Prefer), Preferred name (First, Middle), Date of birth, Email, Current address (Number and street, Apartment number, City/Town, State/Province, Country, ZIP/postal code), and Current college or university.
- FERPA release authorization:** Includes a statement of acknowledgment and two checkboxes: "I waive my right to review all recommendations and supporting documents." and "I DO NOT waive my right to review all recommendations and supporting documents." Below this is a statement: "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." It also includes fields for Signature and Date.

College official section:

- College official details:** Includes fields for Name (First, Middle, Last/Prefer), Title, Phone, Email, College name, and Address (Number and street, City/Town, State/Province, Country, ZIP/postal code).
- Background information:** Includes fields for Cumulative GPA, GPA scale, From (start date), and Ending (final date). It also includes two checkboxes: "Is this student in good academic standing?" and "Is this student eligible to return to your school?". Below these are fields for Signature and Date.

Vertical text on the left side of the form reads "Student Completes" and "OCC Completes".

Questions? Please reach out to the OCC Transfer Center in Watson Hall, Room 215.