


## Step 1:

For form A: Complete student information including signature and date. Please make sure all highlighted areas are completed by student.

 **Common App college report** CR

**Student section**

**Student details**

**Legal name** \_\_\_\_\_  
First/given Middle Last/family/sur (Enter name exactly as it appears on official documents.) Suffix

**My name** Do you have a different first name that people call you? \_\_\_\_\_ **Date of birth** \_\_\_\_\_  
First/given Middle mm/dd/yyyy

**Email** \_\_\_\_\_ **CAS ID** \_\_\_\_\_

**Current address** \_\_\_\_\_  
Number and street Apartment number City/town

\_\_\_\_\_  
County State/province Country ZIP/postal code

**Current college or university** \_\_\_\_\_

How many college credits have you earned prior to this academic term? \_\_\_\_\_

How many college credits will you have earned when you transfer to the college where you are applying? \_\_\_\_\_

**FERPA release authorization**


I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

☐ I waive my right to review all recommendations and supporting documents.  
☐ I DO NOT waive my right to review all recommendations and supporting documents.

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.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
mm/dd/yyyy

For form B: Complete applicant information.



**Applicant Information**

**Last Name:** \_\_\_\_\_  
**First Name:** \_\_\_\_\_  
**DOB (MM/DD/YYYY):** \_\_\_\_\_  
**USD ID (if known):** \_\_\_\_\_

**Transfer College Report**

**Contacts**

**Official Name / Title** \_\_\_\_\_  
**Email / Phone** \_\_\_\_\_  
**Website / Profile** \_\_\_\_\_  
**Institution / CEEB** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_

**Academics**

**Cumulative GPA:** \_\_\_\_\_ on a \_\_\_\_\_ scale, covering a period from (mm/yyyy) \_\_\_\_\_ to \_\_\_\_\_  
**This GPA is** ☐ weighted ☐ unweighted. The school's passing mark is: \_\_\_\_\_  
**Highest GPA in class** \_\_\_\_\_  
**Graduation** \_\_\_\_\_ (mm/dd/yyyy)

**Evaluation**

**Is this applicant in good standing?** ☐ Yes ☐ No  
**Is this applicant eligible to return to your institution?** ☐ Yes ☐ No  
If you answered "no" to either or both questions, please attach a document to provide details.  
Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution?  
☐ Yes ☐ No ☐ School policy prevents me from responding.  
To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?  
☐ Yes ☐ No ☐ School policy prevents me from responding.  
If you answered "yes" to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

**Step 2:** After you have completed the required student section, email [zheraldez@sdccd.edu](mailto:zheraldez@sdccd.edu). In the email, please include the following:

- Completed form
- student full name & CSID number
- list of universities to send to (please include email addresses)

**Step 3:** Student Affairs will forward to appropriate offices & universities.