

Common Application FAQ's

Q. Under “My Colleges- Application-Recommendors and FERPA”, how do I invite my instructor (Academic Evaluator**) to write a letter of recommendation?**

A. First, ASK your instructor if he/she would be willing to write you a letter of recommendation PRIOR to adding them to the invitation list. Once they have agreed, fill out the Recommender Invitation (Type: Academic Evaluator; Relationship: Instructor; Fill out their appropriate title, First and Last name; enter their Email address). Note that the instructor will only receive this invitation email for the specific college application you are in at the time.

Q. Under “My Colleges- Application-Recommendors and FERPA”, what do I do with the **College Report?**

A. First, check that the institution in which you are applying requires this form; check with each university's admissions website and their application checklist to find out whether they required the College Report. If they do require this form, then print out the *offline form* (pdf) and then follow these steps to ensure timely completion and submission of the College Report:

1. Bring Transfer College Report(s) to Admissions and Records along with stamp addressed envelope(s). A separate form and stamp addressed envelope is needed for each of the universities to which you are applying. You will also need to sign an “Authorization to Release Information” form and will need the address of each of the universities. It will then be reviewed by the Dean of Students for conduct related matters and completed by Admissions and Records.

Q. Under “My Colleges- Application-Recommendors and FERPA”, in the “Additional Forms” section, what do I do with the **Secondary School Final Report?**

A. Print out the Secondary School Final Report *offline form* (pdf) and bring this to your **high school counselor** to fill out. This form should be mailed to the Admissions Office of each university you are applying and should accompany your high school transcripts.

Q. Under “My Colleges- Application-Recommendors and FERPA”, in the “Additional Forms” section what do I do with the **Mid-term Report?**

A. Print out the Mid-term Report *offline form* (pdf) and bring this to your current course instructors to fill out with your current grade in each class. Make a copy for each university in which you are applying and mail to each university's Admissions Office.

Also remember to order official transcripts to each university in which you are applying. Transcript requests are completed online through your MyVCCCD portal.