

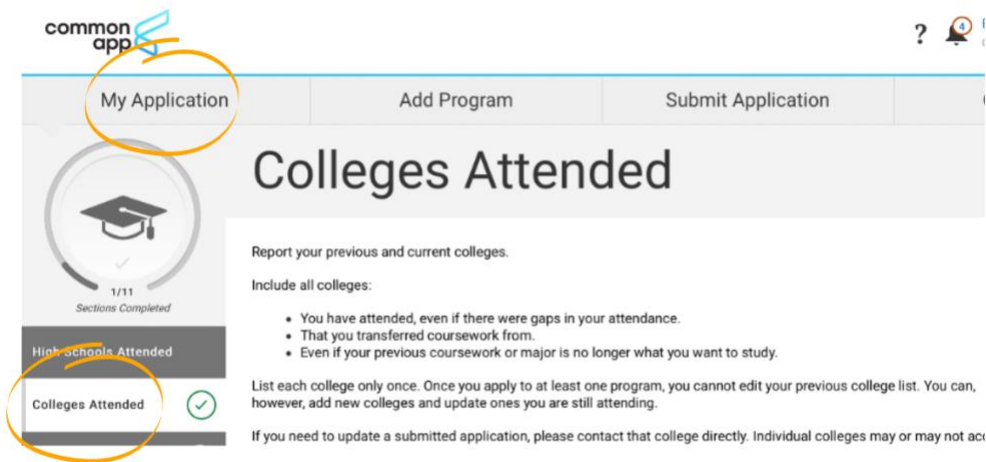
How to Send Transcripts to the Common Application

During the application process, you will likely be asked to send transcripts to verify your academic history (i.e., classes taken, grades). Most colleges/universities ask applicants to send transcripts directly to the campus and to Common Application portal. Make sure you carefully read and follow the application instructions for every separate campus you're applying to.

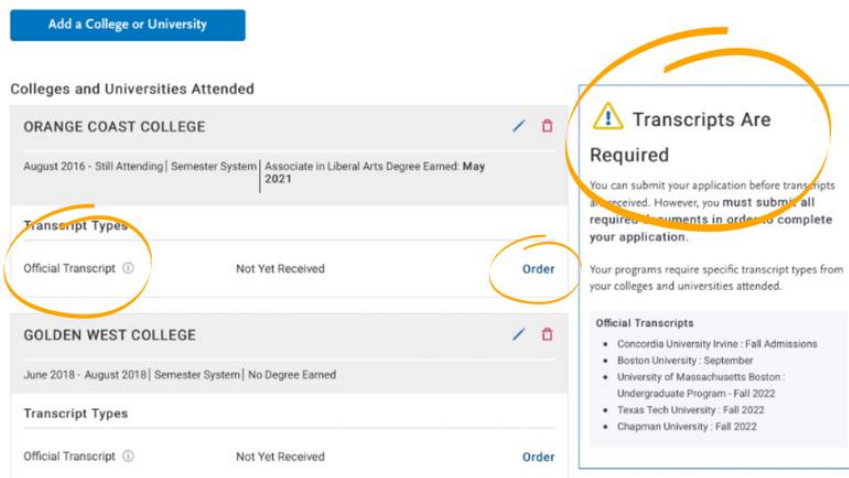
Follow These Steps

If you are asked to send transcripts to the Common Application, follow the steps below. You will need to send a transcript separately from all colleges you've attended. **Do not wait until the last minute.** There are multiple steps required and you can expect extended processing time.

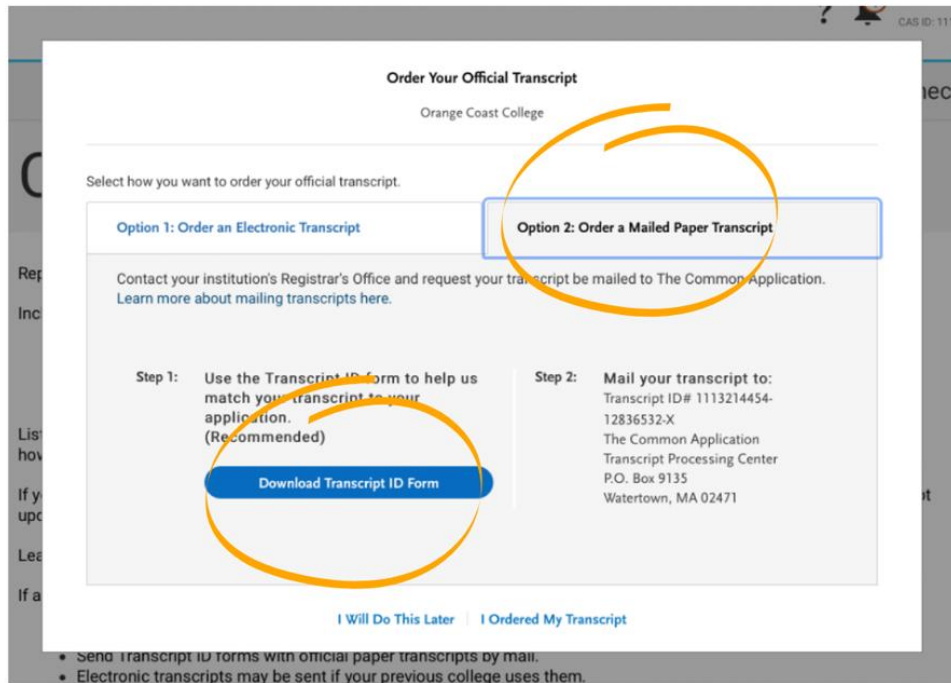
1. Log in to your Common App account. Click My Application, and then click Colleges Attended.



2. Next to each college/program you have selected, you will see a notation about transcripts and a link to order transcripts.



- Click "Option 2: Order a Mailed Paper Transcript" to download the transcript ID form. Even if you want to order an electronic official transcript, you will need this form.



- The transcript matching form will be pre-populated with your Common App ID number, name, and applicant-specific barcode. Download, sign and date (can be electronic), and save it to your device.

common app

Transcript Matching Form
Central Application Service for CommonApp

Print a copy of this form and take it to the Registrar at the university. More instructions can be found at this URL: www.commonapp.org/transcripts

CAS ID: 1113214454

Your Name Will be Here

Applicant's Name: _____
Last Name First Name

Alternate Name, if any: _____
Last Name First Name

Academic Institution Name: ORANGE COAST COLLEGE

Instructions to the Registrar

Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

The Common Application Transcript Processing Center
P.O. Box 9135
Watertown, MA 02471

The transcript must meet the requirements below to be considered "official" by The Common Application

- A Registrar's seal and/or legible signature included on the transcript.
- Must be mailed **directly** to The Common Application from the Registrar's Office.
- **Cannot** be marked "Issued to Student" or "Student Copy."
- Must reflect all relevant, correct information for the student identified above.

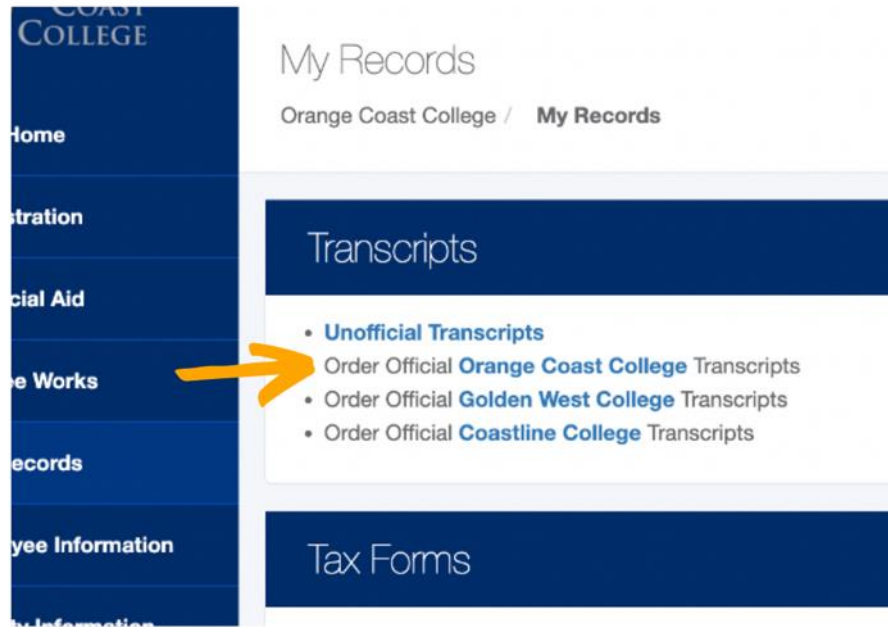
Through my signature below, this form authorizes you (Registrar) to send my requested records (official transcript) to the Transcript Processing Center identified below which is also authorized by me to forward my official transcript to the institution(s) to which I am applying as a transfer student.

Applicant's Signature _____ Date _____

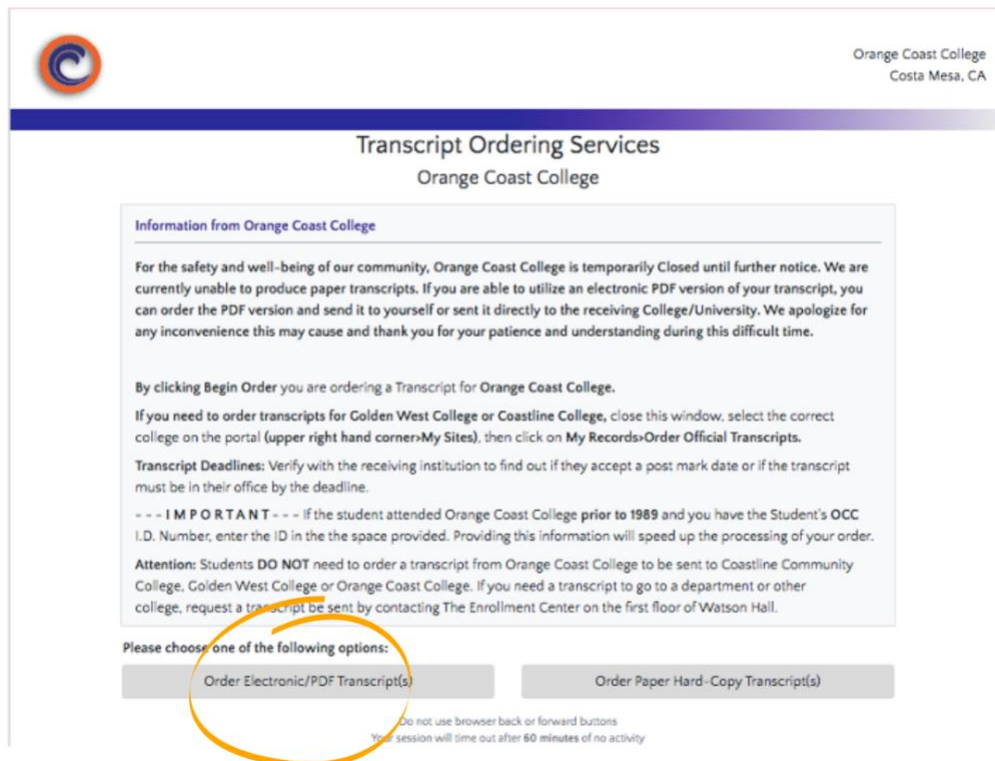
Transcript Matching Form



5. Order your Official OCC Transcript by first logging into MyCoast. Click the "My Records" tab on the left side of the portal after logging in. On this page, you will see a section called "Transcripts." Click the link for "Order Official Orange Coast College Transcripts."



6. In the transcript order system, you have an option to either order an electronic/PDF transcript or a paper/hard-copy transcript. For the Common Application, we recommend ordering an electronic/PDF transcript. There will still be processing time, but the PDF is faster than ordering a mailed hard copy.



- In the transcript request, you will need to enter a recipient. Begin by selecting the state of Massachusetts. Click next, then search Common App. "The Common App for Transfer" should pop up.

Student Info Order Options Recipient(s) Summary Payment

ATTENTION: Certifications cannot be sent with an electronic transcript, only a hard copy or PDF. If a certification is needed, the Enter Recipient Manually option.

Please choose a type of recipient

Search our Recipient Table
Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

Select the recipient's state:

State for Common App = Massachusetts

Myself

Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.

Enter Recipient Manually

Student Info Order Options Recipient(s) Summary Payment

Searching for Recipient 1 in MASSACHUSETTS

Search

THE COMMON APP FOR TRANSFER

I do not see my recipient

- Next, you will select PDF Download for the delivery method.

Student Info Order Options Recipient(s) Summary Payment

Searching for Recipient 1 in MASSACHUSETTS

Search

Available Recipients for The Common App for Transfer

Address	College/University Type	Delivery Method(s)
TRANSCRIPT PROCESSING CENTER THE COMMON APPLICATION P.O. BOX 9135 WATERTOWN MA 02471		<input type="button" value="PDF Download"/>

[My recipient was not found. I want to enter the address manually](#)

- You will then see a note about attaching a document – this is referring to the transcript matching form. However, you will not attach it until AFTER you fully submit and pay for the transcript order.

Student Info Order Options Recipient(s) Summary Payment

Your Recipients

	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	PDF	THE COMMON APPLICATION Special-Purpose Attachments required for this recipient: <ul style="list-style-type: none"> I am providing an attachment that must be sent with my transcript 	<input type="button" value="Remove"/> <input type="button" value="Update"/>

Some of the options you have chosen limit this order to a single recipient

10. **IMPORTANT:** Once you complete the transcript order, you will receive an email asking for you to submit your transcript attachment (aka the signed transcript matching form you downloaded – see step #4). You **MUST** complete this step for your transcript to be sent from OCC to the Common Application. Failure to upload the matching form will result in your transcript not being sent which can jeopardize your admission.



Check your email!

11. Once you complete the transcript order AND submit the transcript matching form, return to the Common Application and click “I Ordered My Transcript.”

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript	Option 2: Order a Mailed Paper Transcript
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Contact your institution's Registrar's Office and request your transcript be mailed to The Common Application. [Learn more about mailing transcripts here.](#)

Step 1: Use the Transcript ID form to help us match your transcript to your application. (Recommended) Download Transcript ID Form	Step 2: Mail your transcript to: Transcript ID# 1113214454-12836533-X The Common Application Transcript Processing Center P.O. Box 9135 Watertown, MA 02471
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[I Will Do This Later](#) | [I Ordered My Transcript](#)

12. If you took courses at other colleges (i.e., Golden West, Coastline, IVC, etc.), repeat these steps for every college you attended.

*Questions on the Common Application? Please visit the OCC Transfer Center for assistance.
To check the status of a transcript request, please contact the OCC Transcripts office.*