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.

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