

How to request a College/Transfer Report

Follow these steps if you need Mt. SAC to submit a [Common App College Report](#) or [Coalition App Transfer Report](#).

1

Download and complete the student section of your form

tinyurl.com/CommonCollegeReport OR tinyurl.com/CoalitionTransferReport

common app Common App college report

Student section

Student details

Legal name _____
First/given Middle Last/Family/Sur (Enter name exactly as it appears on official documents.)

Preferred name _____
First/given Middle Date of birth mm/dd/yyyy

COALITION FOR COLLEGE COALITION APPLICATION TRANSFER REPORT

APPLICANT Student Name _____ Date _____

Date of Birth mm/dd/yyyy _____ / _____ / _____

Coalition Account ID _____

2

Complete Mt. SAC's Request for Verification of Enrollment

Admissions & Records forms: www.mtsac.edu/admissions/

***Insert university name and address here:**

VERIFICATION OF ENROLLMENT REQUEST

Mt. San Antonio College
Admissions & Records Office / (909) 274-4415
1100 North Grand Avenue, Walnut, CA 91789

A * _____

Fall Winter Spring Summer YEAR: 20 _____

The following will be verified:

Complete the fields below for mailing in a window envelope. One address per form.

Name * _____

Address * _____

City * _____ State * _____ Zip Code * _____

3

Upload both forms and submit your request

Admissions & Records forms: www.mtsac.edu/admissions/

Complete both steps in order for your form to be processed successfully

Step 1:

1. Select the appropriate form for submission (i.e. application for graduation) and follow all directions for completing the selected form.
2. Once you have completed and electronically signed the form, you will be prompted to enter your Mt. SAC email address (@student.mtsac.edu). **Be sure to enter your Mt. SAC email address and NOT a personal/work email address.**
3. After verifying your email address, you will receive an email from "FCCC-Mt. San Antonio College". The form you have submitted and other documents (if applicable) will be attached to this email.

(Please DO NOT REPLY to eojeda@mtsac.edu, if you have any questions, please email admissions@mtsac.edu)

Step 2:

4. Once you click the button below, you will fill out all the required information, upload the form and other documents from the email you received, verify all information provided, and submit.

(Please Note: You must attach ALL required documents for your request to be processed.)

5. Please click the button below to submit your form.

Please click here to submit and attach the form & other documents (if applicable) you received from "FCCC-Mt. San Antonio College".

Fill out and attach both the College or Transfer Report and the Request for Verification of Enrollment

Reason *
Please select the general reason that you are contacting the Office of Admissions and Records. I would like to submit a:
Enrollment Verification

Description *
Please describe in detail how we can assist you.
Please send the college/transfer report to [University Name]

File Attachments *
Please upload the following documents:
1. Copy of a government issued ID to verify your identity.
2. Copy of the completed forms that you want to submit.
College Report.pdf
Request for Verification of Enrollment.pdf
Photo ID.pdf