**STUDENT**

1) Order an official transcript online at reg.ucsc.edu. Be sure to check the box stating that you have an attachment. *
2) Write the Transcript Order Confirmation Number at the top of The Common Application.
3) Take/mail/fax The Common Application to your College Office to complete. There is no need to include a stamped addressed envelope with the form as the cost of the transcript includes mailing.

**COLLEGE**

1) Accept both pages of The Common Application from either the student or the Registrar’s Office (when the form has been misdirected by the student). The form should have a Transcript Request order number listed at the top. **Please do not accept the form unless the student has ordered a transcript.**
2) Complete the information requested on the bottom of page 1 ‘TO THE COLLEGE OFFICIAL’, and the information on page 2 under ‘RATINGS’ and ‘EVALUATION’. Be sure to sign the first page. Note: CEEB/ACT code for UCSC is 4860
3) Send both pages of The Common Application via campus mail to the Office of the Registrar (Mailstop: Registrar). Please do not allow the student to hand deliver The Common Application. Note: Some students order ‘Rush’ transcript service with The Common Application. Timely completion and forwarding of the form to the Registrar’s Office is appreciated.

**REGISTRAR**

1) Treat The Common Application as an attachment or enclosure.
2) Stamp Page 2 with the See Attached stamp for the School Seal requirement.
3) Attach both pages as a coversheet to the student’s official transcript and send as requested.

* The Common Application requires an official transcript. The following is text from Page 1 of the form.

“*After completing all the relevant questions below, give this form to a college official at your institution. This form must be completed by a dean or other college official who has access to your disciplinary record and to your academic record. Please also give that school official sealed official transcripts and stamped envelopes addressed to each institution that requires a College Official’s Report.*”

Please follow these steps to processing The Common Application. Please do not follow special requests made by the student. Contact the Office of the Registrar at 831-459-4412 if you have questions.