

The Common Application

Business Process

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.