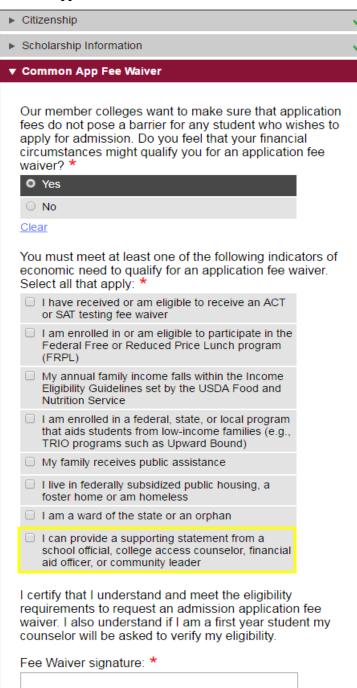


Some common advice for the Common Application

Common Application Fee Waiver:



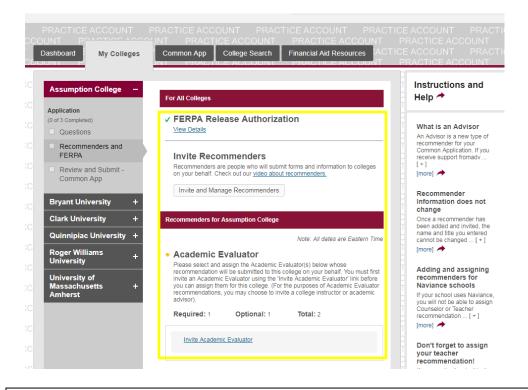
If a student checks "Yes" to select that she feels "financial circumstances might qualify you for an application fee waiver," he must then meet at least one of the criteria, which can include "I can provide a supporting statement…"

Transfer Services can provide a supporting statement; we would be considered a "school official." Visit the Transfer Services Office in 272A and ask for a "Fee Waiver Application."

When students check "Yes" the request shows up on the application when the school downloads it.

Even though students check **YES**, they can fill out the entire application and submit it.

The receiving institution will review the file to see if the student qualifies for a fee waiver; if so, the University will approve the fee waiver based on a Transfer Fee Waiver Letter Request from QCC, or based on a University's Admissions counselor's approval.



Invite Recommenders

- Invite the person who will be writing your recommendation(s).
- Students will be asked to enter the person's name, and other information and an e-mail address.
- The professor's name will then show up in **Academic Evaluator**.

Academic Evaluator

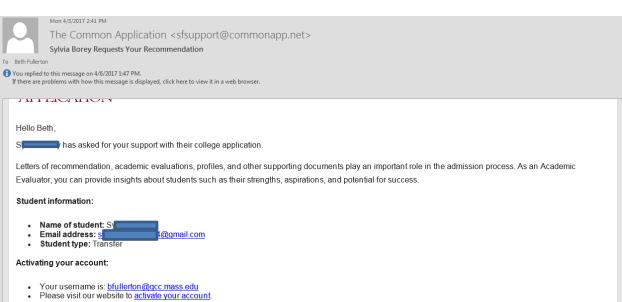
- Once the name of the person is entered into "Invite Recommenders," it will then show up in "Academic Evaluator."
- The academic evaluator will receive an e-mail; an example is on the next page.

Academic Evaluator:

For transfer students, a college instructor or academic advisor should complete a recommendation.

Before assigning someone, <u>ASK</u> instructor/professor first. E-mail is a great way to communicate, but be sure to include the following information:

- Introduce yourself: remind instructor who you are: class taken with professor, when, etc.
- Academic goals and to which schools you are applying.
- Share the submission options (on-line **OR** hard copy).
- Please be respectful when monitoring activity for Recommenders' submissions, and respect their decisions (may decline, may choose to do a hard copy).
- Be aware of the Min/Max Number for all schools.



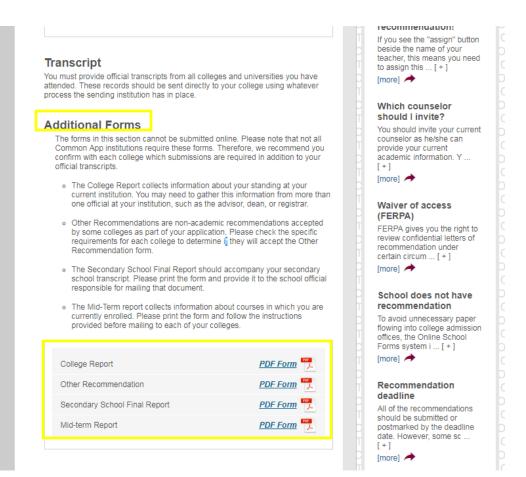
By registering with the online system, you will be able to submit materials for this and all other students who invite you.

If you'd like to submit all of your recommendations by mail, you can opt out of the online system. Once you opt out, any student who invites you to submit a recommendation will be instructed to print hard copies of the forms and provide them to you for completion and mailing. Opt out here If you do not plan to submit any supporting materials on behalf of this student, you can decline this request.

The personalized links above will be active for 90 days. It is quick and easy to set up your online account and doing so will prevent the links from expiring. If the links expire, the student will need to send a new invitation.

We appreciate eventhing that you do on behalf of your students, and we are here to help you in that effort. If at any time you have a question or want to connect, visit.

An example of the e-mail the academic evaluator will receive.



College Report:

- Students should **print** out a copy of this form for EACH receiving institution.
- Provide documents to QCC Assistant Dean of Students, Mr. Jason Kurland, Room 383A, with the receiving University's FAX number OR a stamped, addressed envelope.
- Please note your QCC ID# on this form for Mr. Kurland
- Mr. Kurland's phone: 508-854-4526
- Mr. Kurland's e-mail: jkurland@qcc.mass.edu

Other Recommendation:

Other Recommendations are <u>non-academic recommendations</u> accepted by some colleges as part of your application. Please check the specific requirements for each college to determine if they will accept the Other Recommendation form.

Secondary School Final Report:

- This form does NOT need to be completed unless the receiving University asks for it.

Mid-term Report:

- Print out a copy of this form and get each current professor to note grade and then sign
- Mail a copy to each receiving institution.