

*Some common advice for the Common Application*

**Common Application Fee Waiver:**

Citizenship ✓  
 Scholarship Information ✓  
 **Common App Fee Waiver**

Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver? \*

Yes  
 No

[Clear](#)

You must meet at least one of the following indicators of economic need to qualify for an application fee waiver. Select all that apply: \*

- I have received or am eligible to receive an ACT or SAT testing fee waiver
- I am enrolled in or am eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL)
- My annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
- I am enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
- My family receives public assistance
- I live in federally subsidized public housing, a foster home or am homeless
- I am a ward of the state or an orphan
- I can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader

I certify that I understand and meet the eligibility requirements to request an admission application fee waiver. I also understand if I am a first year student my counselor will be asked to verify my eligibility.

Fee Waiver signature: \*

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.

PRACTICE ACCOUNT PRACTICE ACCOUNT PRACTICE ACCOUNT PRACTICE ACCOUNT PRACTICE ACCOUNT  
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Dashboard My Colleges Common App College Search Financial Aid Resources

**Assumption College** -

Application  
 (0 of 3 Completed)  
 Questions  
 **Recommenders and FERPA**  
 Review and Submit - Common App

Bryant University +  
 Clark University +  
 Quinnipiac University +  
 Roger Williams University +  
 University of Massachusetts Amherst +

**For All Colleges**

✓ **FERPA Release Authorization**  
[View Details](#)

**Invite Recommenders**  
 Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

**Recommenders for Assumption College**

*Note: All dates are Eastern Time*

• **Academic Evaluator**  
 Please select and assign the Academic Evaluator(s) below whose recommendation will be submitted to this college on your behalf. You must first invite an Academic Evaluator using the 'Invite Academic Evaluator' link before you can assign them for this college. (For the purposes of Academic Evaluator recommendations, you may choose to invite a college instructor or academic advisor).

Required: 1      Optional: 1      Total: 2

**Instructions and Help**

**What is an Advisor**  
 An Advisor is a new type of recommender for your Common Application. If you receive support from adv ...  
 [+]  
[\[more\]](#)

**Recommender information does not change**  
 Once a recommender has been added and invited, the name and title you entered cannot be changed ... [+]  
[\[more\]](#)

**Adding and assigning recommenders for Naviance schools**  
 If your school uses Naviance, you will not be able to assign Counselor or Teacher recommendation ... [+]  
[\[more\]](#)

**Don't forget to assign your teacher recommendation!**

### 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, ASK 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.**



Mon 4/3/2017 2:41 PM

The Common Application <sfsupport@commonapp.net>

Sylvia Borey Requests Your Recommendation

To: Beth Fullerton

You replied to this message on 4/6/2017 1:47 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

**ATTENTION**

Hello Beth,

S [REDACTED] has asked for your support with their college application.

Letters of recommendation, academic evaluations, profiles, and other supporting documents play an important role in the admission process. As an Academic Evaluator, you can provide insights about students such as their strengths, aspirations, and potential for success.

**Student information:**

- **Name of student:** S [REDACTED]
- **Email address:** s [REDACTED]@gmail.com
- **Student type:** Transfer

**Activating your account:**

- Your username is: [bfullerton@gcc.mass.edu](mailto:bfullerton@gcc.mass.edu)
- Please visit our website to [activate your account](#).

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 everything 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 [our website](#).

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





## Transcript

You must provide official transcripts from all colleges and universities you have attended. These records should be sent directly to your college using whatever process the sending institution has in place.

## Additional Forms

The forms in this section cannot be submitted online. Please note that not all Common App institutions require these forms. Therefore, we recommend you confirm with each college which submissions are required in addition to your official transcripts.

- The College Report collects information about your standing at your current institution. You may need to gather this information from more than one official at your institution, such as the advisor, dean, or registrar.
- Other Recommendations are non-academic recommendations 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.
- The Secondary School Final Report should accompany your secondary school transcript. Please print the form and provide it to the school official responsible for mailing that document.
- The Mid-Term report collects information about courses in which you are currently enrolled. Please print the form and follow the instructions provided before mailing to each of your colleges.

College Report	<a href="#">PDF Form</a> 
Other Recommendation	<a href="#">PDF Form</a> 
Secondary School Final Report	<a href="#">PDF Form</a> 
Mid-term Report	<a href="#">PDF Form</a> 

## recommendation:

If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [ + ]

[more] ➔

## Which counselor should I invite?

You should invite your current counselor as he/she can provide your current academic information. Y ... [ + ]

[more] ➔

## Waiver of access (FERPA)

FERPA gives you the right to review confidential letters of recommendation under certain circum ... [ + ]

[more] ➔

## School does not have recommendation

To avoid unnecessary paper flowing into college admission offices, the Online School Forms system i ... [ + ]

[more] ➔

## Recommendation deadline

All of the recommendations should be submitted or postmarked by the deadline date. However, some sc ... [ + ]

[more] ➔

### 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 **non-academic recommendations** 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.
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### 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.