

The Common Application Transfer Application Directions

The logo for The Common Application, featuring the words "THE COMMON APPLICATION" in a white, serif font on a dark red rectangular background.

This is a guide to assist in the completion of the transfer application for the Common Application created by the Career & Transfer Center (CTC) at NOVA-Annandale. Please keep in mind of all application requirements and deadlines for all programs of study that you are applying to, as they vary individually.

You must create an online account to apply to the Common App. To apply go to <https://www.commonapp.org/>

1. Click on **Apply Now**
2. Select **Transfer Students** and click on **create an account**
3. Create an account

Once your account is set up sign into the application and complete the following steps:

1. Fill out the Extended Profile
 - Date of birth, Number of college credits earned by the time of enrollment at transfer college, Degree status, Degree goal
2. After filling out the profile, click on **Save Changes**
3. Select all the programs of study that you are applying to and click on **Continue**
4. After reviewing your program selections, click on **Continue To My Application**

Completing the Application:

1. Click on **Personal Information** and complete all sections. When finished, go back to the dashboard
2. Click on **Academic History** and complete all sections. When finished, go back to the dashboard
 - Provide previous college information (Make sure you include NOVA which is listed as "NORTHERN VIRGINIA COMMUNITY COLLEGE (Virginia, United States)")
 - After you add NOVA, you will be directed to download a Transcript Request Form. **This is not required and you may skip this step.** Instead, you will request a transcript through the NOVA website. For detailed instructions on requesting a transcript, please look at the reverse side of this sheet.
3. Click on **Supporting Information** and complete all sections. When finished, go back to the dashboard
4. Click on **Program Materials** and complete all sections. When finished, go back to the dashboard
5. Note: It is recommended that you include optional test scores, recommendations, documents, etc. to be considered a competitive admission applicant

Submitting the Application:

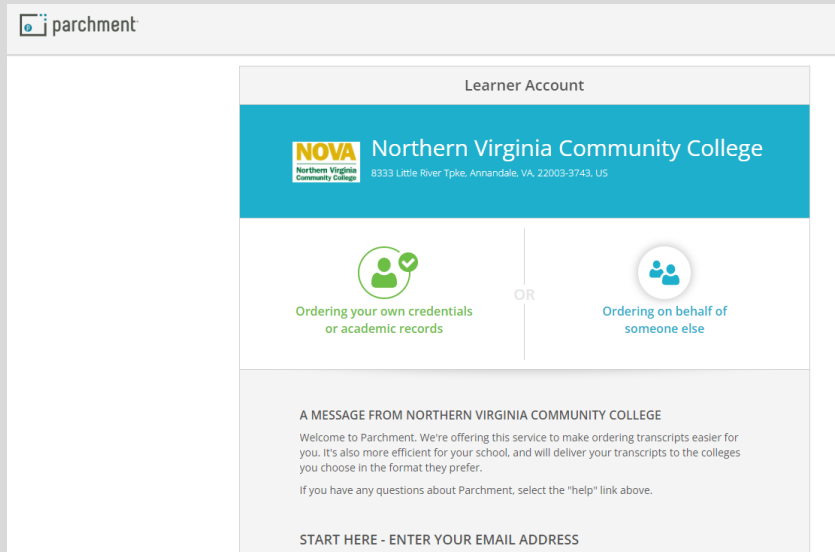
1. Review your application. If ready to submit, click on **Submit Application**
2. For all the programs that you are applying to,
 - Click on **submit**
 - Continue by paying the application fee
 - Once you complete payment, your application will be submitted

(Additional instructions on reverse side)

Requesting Official Transcript(s)

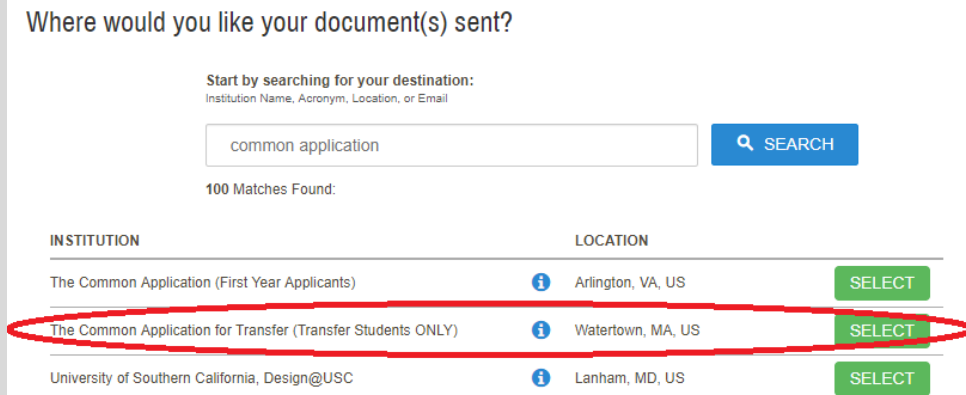
Transfer Applicants from Northern Virginia Community College (NOVA) must submit official NOVA transcripts to The Common Application Transcript Processing Center.

Go to <https://www.parchment.com/u/registration/32684/institution> to request your official transcript



The screenshot shows the Parchment website interface. At the top, it says "Learner Account" and "Northern Virginia Community College" with the address "8393 Little River Tpke, Annandale, VA, 22003-3743, US". There are two main options: "Ordering your own credentials or academic records" and "Ordering on behalf of someone else". Below this is a message from Northern Virginia Community College: "Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer. If you have any questions about Parchment, select the 'help' link above." At the bottom, there is a field labeled "START HERE - ENTER YOUR EMAIL ADDRESS".

1. Send your documents to **The Common Application for Transfer (Transfer Students ONLY)**



The screenshot shows the search results for "Where would you like your document(s) sent?". The search criteria is "common application". The results are as follows:

INSTITUTION	LOCATION	
The Common Application (First Year Applicants)	Arlington, VA, US	SELECT
The Common Application for Transfer (Transfer Students ONLY)	Watertown, MA, US	SELECT
University of Southern California, Design@USC	Lanham, MD, US	SELECT

2. You are required to send official transcripts from all other colleges attended as well as official transcripts from AP/IB/CLEP tests.

Checking Your Admission Status:

1. Log into the Common Application regularly for updates on your admission and status.