

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:

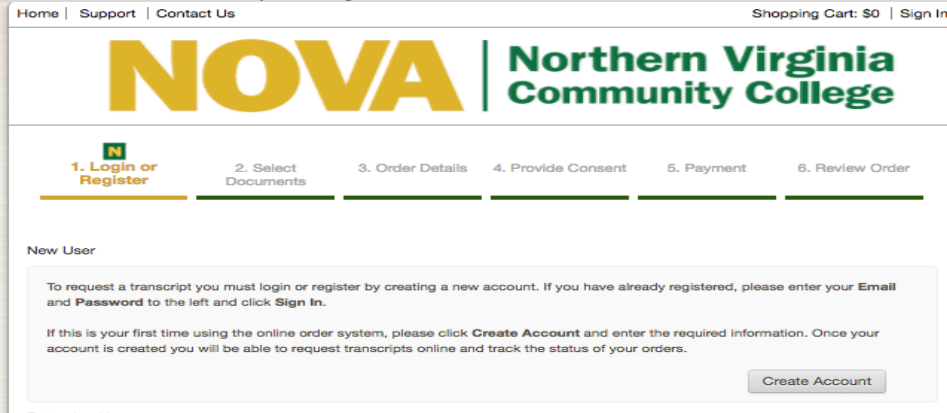
1. Review your application. If ready to submit, click on **Submit Application**
2. For all the programs that you are applying to,
 - Click on **submit**
 - Continue by paying the application fee
 - Once you complete payment, your application will be submitted

(Additional instructions on reverse side)

Requesting Official Transcript(s)

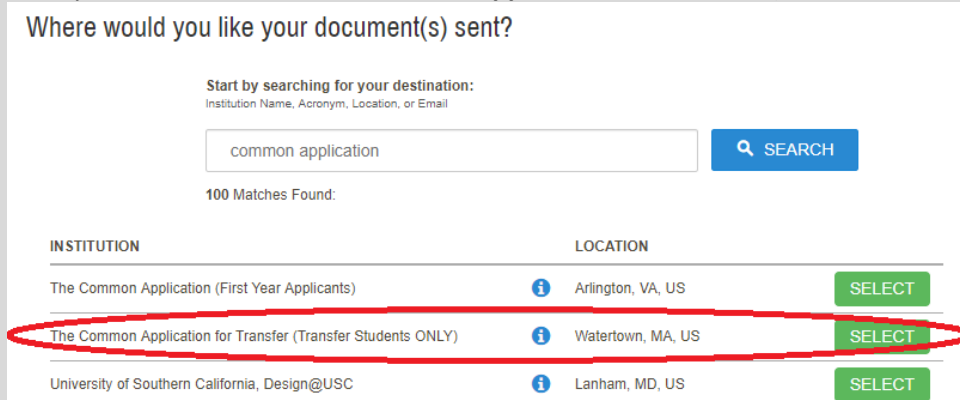
Transfer Applicants from Northern Virginia Community College (NOVA) must submit official NOVA transcripts to The Common Application Transcript Processing Center.

1. Go to www.nvcc.edu and search “Transcript Request” in the search box. Follow the directions outlined on the corresponding website.



The screenshot shows the NOVA website's transcript request interface. At the top, there are navigation links for Home, Support, and Contact Us, along with a Shopping Cart showing \$0 and a Sign In link. The NOVA logo and Northern Virginia Community College name are prominently displayed. Below this is a progress bar with six steps: 1. Login or Register (highlighted), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. A 'New User' section contains instructions for logging in or creating a new account, with a 'Create Account' button.

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



The screenshot shows the Common Application search results for transcript destinations. The search query is 'common application', and 100 matches were found. The results are displayed in a table with columns for Institution and Location. The row for 'The Common Application for Transfer (Transfer Students ONLY)' is circled in red, indicating the correct destination. The 'SELECT' button for this row is also highlighted.

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

3. 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.