



## Common Application College Report Directions

University of Illinois at Urbana-Champaign students planning to transfer to another school which utilizes the Common Application should use the following directions to have the **College Report** completed and submitted ONLY if required by the destination institution. The Office of the Registrar is the only office permitted to complete the College Report.

1. Complete the TO THE APPLICANT section and be sure to complete and sign the Important Privacy Notice.
2. Send or take the completed College Report form to the Registrar's Office. Include your student UIN, due date(s) and complete address information for all destination school(s).
  - a. Email [transcripts@illinois.edu](mailto:transcripts@illinois.edu).
  - b. Fax to 217-333-3100.
  - c. Take or mail to Transcripts Unit  
University of Illinois  
901 W. Illinois St., Suite 140, MC-063  
Urbana, IL 61801
3. The Transcripts Unit of the Office of the Registrar will complete their sections of the College Report and obtain disciplinary information from the Office of the Dean of Students. When all required information is obtained, the College Report will be sent to the destination school(s). Gathering all information could require up to four weeks, so plan accordingly.
4. If required by your destination school(s), order an official transcript using the normal process available at [www.registrar.illinois.edu/transcripts](http://www.registrar.illinois.edu/transcripts). If allowed, unofficial transcripts can be picked up from the Transcripts Unit which you can then scan and upload to your application.

### Questions?

Contact Transcript Unit at 217-333-9778

Office hours: Monday – Friday; 8:30-12:00 and 1:00-5:00