

Common Application Instructions

Step 1: Create a Common Application Account

Visit www.commonapp.org, create an account, select transfer application, and complete all fields in the “Common App” tab.

Step 2: Select Institutions

On the “College Search” tab, select the institutions you wish to apply to. After you’ve made your selections, institutions will appear under the “My Colleges” tab. Click on each institution to answer additional required questions.

Step 3: College Report / Academic Evaluator(s) / Academic Advisor

After reviewing the FERPA Release information, download the College Report form, assign Academic Evaluator(s), and in some cases, assign an Academic Advisor. Please enter the following information into the application for MCC.

College Name:

Middlesex Community College

CEEB Code: 003554

Academic Evaluator:

Professor Name

Professor Email Address

Academic Advisor

Assigned Advisor or Jane Fain / Bryan Wint

Advisor Email or Advising@middlesex.mass.edu

- Download the College Report form and bring it to the Student Information Center on either campus. You must provide an addressed mailing envelope and copy of the College Report form for each transfer institution.
- An Academic Evaluator is someone writing a recommendation on your behalf. Your Professor will submit this document online or you will be instructed to download this offline form and have it completed in person.
- You can find your advisor in your DegreeWorks evaluation. If you don’t have an assigned advisor, enter a MCC transfer counselor. Information is listed above.

Step 4: Additional Forms & Official Transcripts

Review instructions and print all offline forms. Once completed, mail each form to the undergraduate admission office.

Students are responsible for sending official transcripts from MCC as well as any other institutions attended. Students may request official MCC transcripts through MyMCC (see Quick Links section) or by visiting the Student Information Center.

Step 5: Writing Supplement

Some institutions require a separate Written Supplement. Read the instructions provided, type your essay and after review, upload or copy and paste your entire supplement into the form. Utilize academic support resources at Middlesex if you need assistance with your writing sample.

Step 6: Submit Application

Be sure to submit your application, and other required documents well before due date. Students may check their application status by logging into their Common App account throughout the review process.

For more information, including a video tutorial on the Common Application, visit www.middlesex.mass.edu/transfer