



APPLYING to PRIVATE/INDEPENDENT and/or OUT-OF-STATE INSTITUTIONS

CAREER & TRANSFER CENTER

www.chabotcollege.edu/counseling/transfer

Building 700, Second Floor, Room 761/758 (510) 726-6720

Applying to Private/Independent and/or Out-of-State Institutions

Most out-of-state public universities should have an application similar to that of the CSU or UC where multiple campuses utilize the same application platform and students would not have to re-enter the same information over and over again.

Private/Independent colleges and universities are different. Each institution will have their own application. They may also choose to be a member of **The Common Application**. The Common Application and The Common Application for Transfer is a universal application a student can complete to apply to multiple private colleges and universities across the United States. Instead of filling out a separate application for each private college, you can duplicate your Common Application and prepare it for another private institution. To view colleges that participate in The Common Application, visit www.commonapp.org. To search for colleges that utilize The **Common Application for Transfer**, conduct your college search at: [https://www.commonapp.org/search-colleges?f\[0\]=field_application%3A4](https://www.commonapp.org/search-colleges?f[0]=field_application%3A4)

The **Common Black College Application** is similar to the Common Application. This application lets students apply to multiple HBCUs with one application instead of a separate application for each HBCU. To access the Common Black College Application, visit <https://commonblackcollegeapp.com/>

The parts to an application for a private college can vary from institution to institution so it is really important students research each college's transfer admission and application requirements. In particular, it is the writing prompts that appear to vary the most. Remember to give yourself plenty of time to gather information and make necessary requests to submit your best and complete application to the university.

Parts to your application may include:

- Personal statement
- Short answer or one-word responses
- Admissions essay
- Additional forms
- Supplemental application
- Letters of recommendation
- Personal interview
- High School transcripts
- College transcripts

A Perspective from a Chabot student who transferred to a private out-of-state institution (Northwestern University, Fall 2016)

Start early. Unlike UC or CSU transfer application, which is a single online application, the Common Application has many components which cannot be completed just by you, an applicant. To submit a couple of letters of recommendation, the College Report, the Transfer Mid-Term Report, the High School Transcript, the College Transcript, SAT/ACT test scores along with the online Common Application successfully, you need cooperation from Chabot College's staffs and professors, your high school teachers, parents or test administrators, who are not under your control. It also takes time for you to write an essay which will let you stand out among thousands of applications. You will need to mail some required documents to the university you are applying to or need to take several SAT or ACT tests. In other words, for you to complete a Common Application successfully and on time, it takes much more time than you think. So start your

application process as early as possible! One thing I recommend you to do in order to organize this application process is to make a checklist with deadlines.

Expand your options by applying to several universities. Even though you have your own dream school, I discourage you from applying only to that one school. Also, I highly recommend you to apply to universities if they have good programs for your major “just in case” your plan A does not work. It is too early to make the decision that you will attend only this one private school. Once you are accepted to a couple or more schools, you will have plenty of time to make a thoughtful decision on which university you will attend by comparing pros and cons of those schools you get in.

Find out the estimate cost of attendance of the university you are applying to and the amount of financial/aids the university offers to its students. I believe getting into a school will not guarantee you a satisfying university life. Your financial difficulty should definitely not discourage you from getting special education you deserve. However, knowing the estimate cost of attendance of university you are applying to will actually allow you to have a better plan to pay for your college education. Many students do not realize that private institutions also offer a substantial amount of financial aids and scholarships, so don't be scared by their high cost of attendance.

Notes for The Common Application

Advisor's Information: This may be a mandatory section on the Common Application in the “Education” section. The institution(s) students are applying to might have a question about the student's application, so the institution will contact the advisor. If you do not already have a counselor, you can enter the following information for this section. *Note: This section is unrelated to the Academic Evaluator section, and will be addressed later.*

Fill out the Common Application in the “Education” section with the following information:

| | |
|-----------------------|------------------------|
| Prefix: | Ms. |
| Advisor's first name: | Frances |
| Advisor's last name: | Fon |
| Advisor's title: | Counselor |
| Advisor's e-mail: | ffon@chabotcollege.edu |
| Advisor's telephone: | 510.723.6726 |

Academic Evaluation: Before filling this section out, a student is highly recommended to meet with an instructor or counselor and secure their support to be their Academic Evaluator; institutions prefer the INSTRUCTOR choice, preferably someone related to your major, if possible. On the Academic Evaluation portion of the application, the student must use the drop down menu and select an INSTRUCTOR or ADVISOR (counselor) to be their “Recommender”. Once the Academic Evaluator agrees, the student needs to “invite” them through the “Recommenders” portion of the Common Application. The Recommender will then receive an electronic invite to complete the recommendation.

College Report: The College Report is an Offline Form. Students can print this form from the Common Application, and take the form to Admissions & Records accompanied with a completed [Enrollment Verification Request](#). Admissions will complete the form and mail the College Report to colleges and universities you are applying to. Some universities, like USC, Santa Clara University, and Loyola Marymount University, do not require the College Report to be submitted for transfer admission consideration. Students can look on most university specific transfer admission web pages to determine if this document is required.

Transfer Mid-Term Report: This is not a form required by all institutions. Check with the receiving institution to see if it is required. If it is required, the student must print out the form and bring it to each instructor to verify they are in the class, and what grade they are earning at the time the form is presented to the instructor. Then they must submit the Transfer Mid-Term Report to the transfer destinations.

Some institutions may require additional supplemental forms or documents. Please review the Common Application and/or the college or university website thoroughly for this information.

Assistance with The Common Application

The Common Application **HOW TO APPLY** link: <https://www.commonapp.org/how-apply>

The Common Application **HELP CENTER** link: <https://www.commonapp.org/help-center>

On Demand Video Tutorials for The Common Application for Transfer:

<https://www.youtube.com/playlist?list=PL8KEAorkN10CBNNfiQWPiv0Akpi5c1OSX>

TRANSFER ADMISSION APPLICATION LABS at the Chabot College Career & Transfer Center

Drop-in assistance with your applications to the CSU, UC, Private, and/or Out-of-State transfer admission applications. Fall 2019 CSU and UC applications due 11/30. Private institutions have their own deadlines so research on school website.

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| Thurs. 10/4, 10/18, 10/25 | 5-7:30pm | Room 761 (Transfer Center Computer Lab) |
| Thurs 11/1, 11/8, 11/15, 11/29 | 4-7:30pm | Room 761 (Transfer Center Computer Lab) |
| Mon. 11/26/18 | 1-3pm | Room 761 (Transfer Center Computer Lab) |
| Wed. 11/28 & Thurs. 11/29 | 11am-12pm | Room 761 (Transfer Center Computer Lab) |