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 Transfer College Report completed. The Office of the Registrar is the only office permitted to complete the Transfer College Report. Be sure to complete the FERPA waiver prior to completing this section.

1. Log into your Common App account.
2. Select My Colleges tab.
3. Select Recommenders and FERPA in the left menu.
4. Complete the FERPA release authorization.
5. Click Invite Academic Evaluator link to invite a college instructor or academic advisor to provide evaluation for you, if the destination transfer institution requires. If an Academic Evaluator is Required or Allowed and how many is indicated for the selected institution.
6. The College Report can be used to collect information about your standing at the University of Illinois. Please note that not all Common App institutions require a College Report. You must confirm with each institution whether they require this form in addition to a transcript. The College Report cannot be submitted online, so print the offline form.
7. Send or take the 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.
   b. Fax to 217-333-3100.
   c. Take or mail to Transcript Unit
      University of Illinois
      901 W. Illinois St., Suite 140, MC-063
      Urbana, IL 61801

The Transcripts Unit of the Office of the Registrar will complete their sections of the College Report and obtain Evaluation information from the Office of the Dean of Students. When all required information is obtained, the College Report will be mailed to the destination school(s). Gathering all information could require up to four weeks, so plan accordingly.

Questions?
Contact Transcript Unit at 217-333-9778
Office hours: Monday – Friday; 8:30-12:00 and 1:00-5:00