COMMON APPLICATION: The Common Application (informally known as the Common App) is an undergraduate college admission application. The Common Application for transfer admission allows the application to be completed once online and submitted to multiple higher education institutions with the same information going to each college/university.

REGISTRAR INFORMATION

Disciplinary Records, Enrollment Verification, and Official Transcript

- Log into your Common App
- Upper left corner click on Application Submission Requirements
- Next to Registrar click offline form (Please invite Ms. Vanessa Pusey as the “Registrar” on the application)
- Print and complete the forms then drop off Registrar form to:
  
  Juhi Bhatt/Nestor Melendez
  Office of Student Life
  Room SC-110

  (Located in the Student Center by the Information desk across from Dunkin Donuts.)

*Please submit Registrar report form with your Transcript Request Form to A-129 The Office of Registration. Transcript Request forms can be found at this location.

ACADEMIC COUNSELOR INFORMATION:

In the portion of the Common Application which asks for an “Academic Counselor, Name and Title” please enter the following information:

Name: Juhi Bhatt

Title: CTE Counselor

Phone: 201-447-7215

Revised 3/2014