

Instructions for Requesting the SCOIR x Coalition for College Application Transfer Report Form

1. Please allow at least two weeks prior to the application deadline for this request to be completed.

Note: application deadlines vary.

2. Access the fillable PDF SCOIR x Coalition for College Transfer Report and Instruction handout at the El Camino College Transfer Center website located in the Private/Out-of-State Toolbox

(www.elcamino.edu/academics/transfer-center/resources/toolbox-2.aspx).

A. Fill out the **APPLICANT** section of the SCOIR x Coalition for College Transfer Report.

3. Complete the bottom portion of this handout and **mark YES to WAIVE your right to review the Transfer Report evaluation.**
4. Email a completed PDF copy of the SCOIR x Coalition for College Transfer Report and this handout to a counselor. **Please DO NOT print forms and provide counselor with hard copies.**
5. The counselor and the Student Support Services division will complete the information in the **UNIVERSITY OFFICIAL & SUMMARY** sections of the SCOIR x Coalition for College Transfer Report.
6. The Student Support Services division will email the completed/signed Transfer Report.

Student Information

Student Name: _____

El Camino Student ID #: _____

Student Email Address: _____

Student Contact Phone #: _____

Do you waive your rights under FERPA to review the SCOIR x Coalition for College Transfer Report evaluation?

Yes

No

Apply with Scoir Transfer Report

APPLICANT

Student Name _____ Date _____

Date of Birth (mm/dd/yyyy) _____ / _____ / _____

UNIVERSITY OFFICIAL

Institution Name _____ CEEB _____

Address _____

Name of Official _____

Title _____

Phone _____ Email Address _____

*Please give this form
to a University
Official (typically a
Registrar or Dean with
access to both your
academic and
disciplinary records)
to fill out the following
two sections*

SUMMARY

Dates Attended (mm/yyyy) _____ to _____

Cumulative GPA _____ Scale _____

Projected Graduation Date (mm/yyyy) _____ / _____

Is this student eligible to return to your institution?

Yes No

Sign

Date

*Please scan and attach this form to your application, or mail it directly
to the admissions office of each college or university that requests one.*