

Common Application Instructions

Step 1: Fill Out Common Application

Visit www.commonapp.org, make an account, and fill out all sections of the Common Application. The application requires that all fields are completed. Incomplete applications will not be accepted. For no answer, enter "N/A" for "Not Available".

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 questions.

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

After reviewing the FERPA Release information, you will have to assign a Registrar, Academic Evaluator(s) and in some cases an Academic Advisor. Please enter the following information into the application for MassBay.

MassBay Registrar:

Mr. Ali Guvendiren

Registrar@MassBay.edu

Academic Evaluator:

Professor Name

Professor Email Address

Academic Advisor

Assigned Advisor or Bryan Wint

Advisor Email or Transfer@MassBay.edu

- Download the Registrar Report form and bring it to the Student Development office on either campus. (Wellesley RM 130 / Framingham RM 100)
- 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 form and have it completed in person.
- Academic Advisor: Each student is assigned an Advisor. You can find your advisor in PeopleSoft Self-Service. If you are assigned to the Advising Center or don't have an advisor, list Bryan Wint, Coordinator of Transfer Affairs.

Step 4: Additional Forms & Official Transcripts

Review instructions and print all off-line forms. Once completed, mail these forms to each undergraduate admission office.

Students are responsible for sending all official transcripts. For MassBay, you can request transcripts in PeopleSoft Self-Service in the Academic Records section. Send transcripts while applying and after you receive your final grades and/or diploma from MassBay.

Step 5: Writing Supplement

Some institutions require an additional Written Supplement. Read the instructions provided, type your essay in a word processor (MS Word / Google Docs) and after review, copy and paste your entire narrative into the field provided.

Step 6: Submit Application

Once completed, submit your application by the posted due date. You may check your application review status online and be sure to check your email and postal mail for communications from the institutions you've applied to. Admission decisions can take 2 to 6 weeks to be completed.

Questions? Review the Student Transfer Guide at www.massbay.edu/transfer or email Transfer@MassBay.edu