The Transfer Common Application must be submitted online. We prefer that your academic evaluators submit online; however, if your academic evaluators are not able to submit online, print and use the following labels to send the documents by mail. Use the corresponding labels to submit your complete High School Transcript and College Report.

**Instructions:**

- PRINT the set of mailing labels.
- CUT OUT each label and affix it to a 9 x 12 envelope. Add postage.
- WRITE your Common Application ID number on each label.
- DO NOT fold the form, and do not staple or paper clip the pages together.

**Optional Letter:**

You may submit no more than one optional letter of recommendation. Ask your recommender to note your official name, birth date, current school and Common Application ID number at the top of the letter. No form is required, and there is no mailing label. Your recommender may send the letter via mail or fax: 650-723-6050

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**EXAMPLE**

**COLLEGE REPORT FORM**

COMMON APPLICATION ID #: 12345678

Transfer Applicant

Stanford University
Office of Undergraduate Admission
Montag Hall - 355 Galvez Street
Stanford, CA 94305-6106
**Note:** Stanford requires two Academic Evaluations. At least one of your Academic Evaluations must be from a college instructor. Visit admission.stanford.edu/transfer for alternate individuals who may submit the second letter of evaluation.

**Note:** The Common Application Final Report Form is not required.