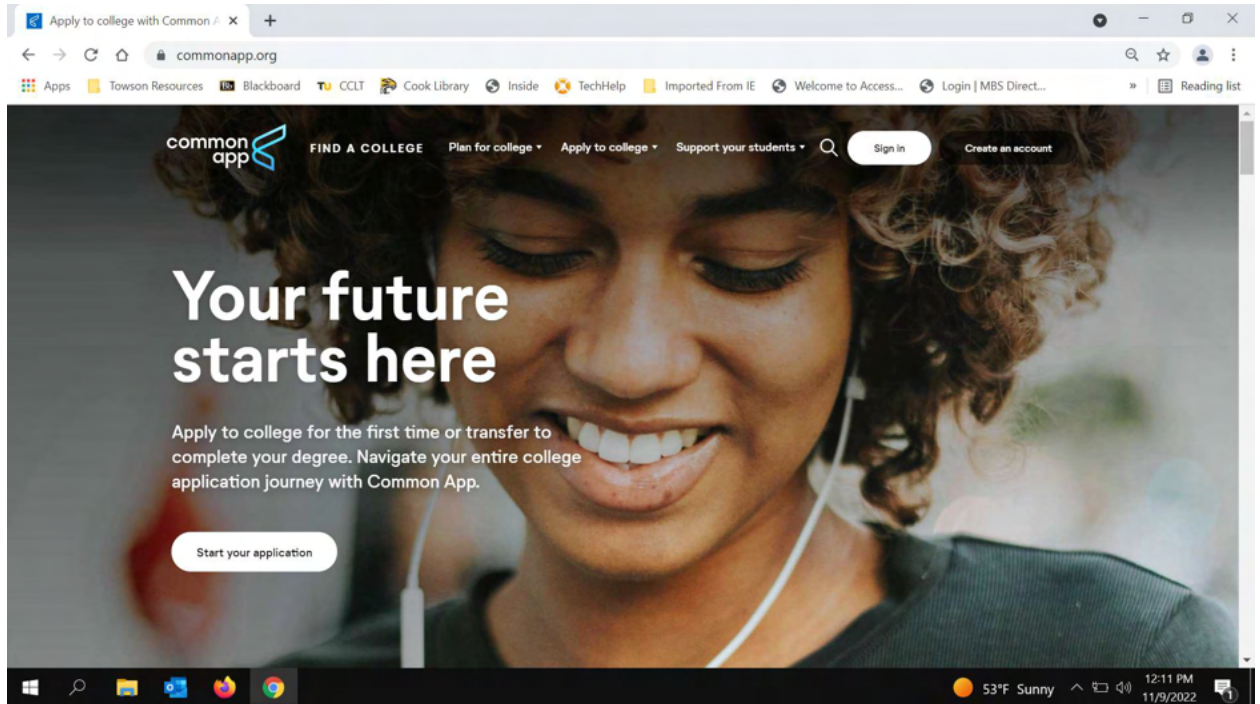
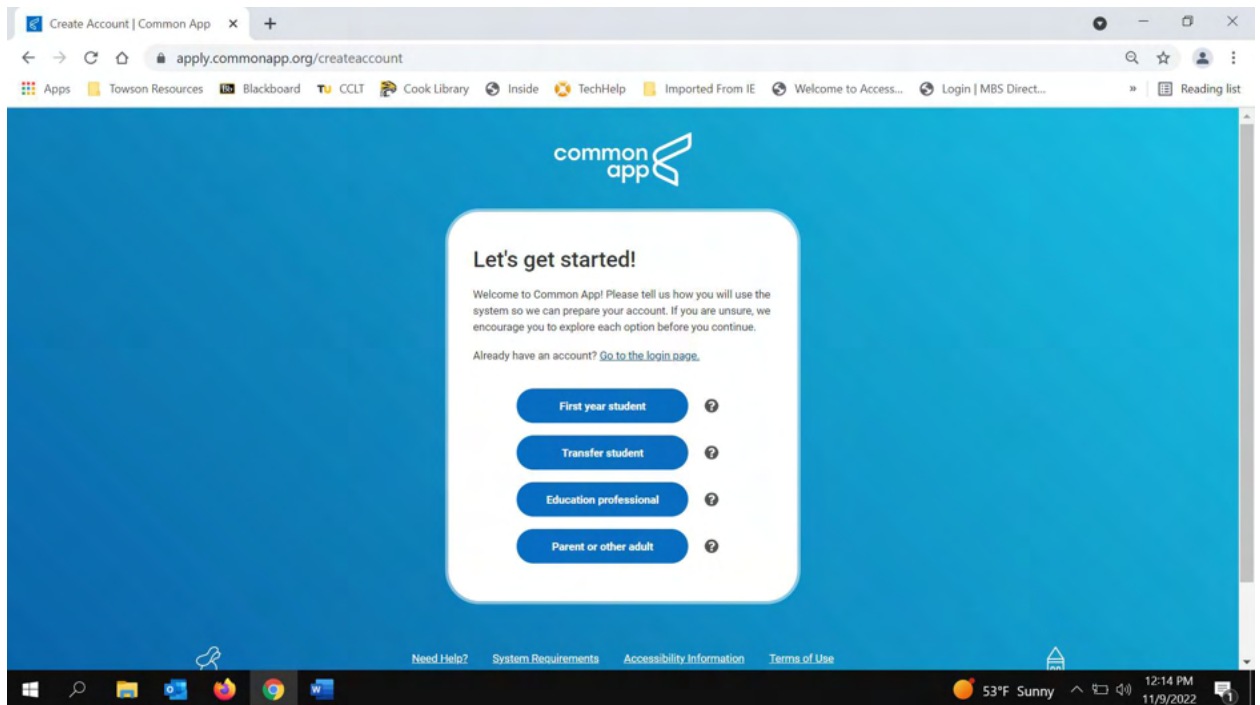


1. Go to www.commonapp.org
2. Click on “create an account” in the upper right-hand corner.



3. Click on “Transfer Student”



4. Complete all necessary information to complete your Common App account

Common App for transfer | Create

apply.transfer.commonapp.org/applicant-ux/#/userAccount

Apps Towson Resources Blackboard CCLT Cook Library Inside TechHelp Imported From IE Welcome to Access... Login | MBS Direct... Reading list

common app

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details.

* Indicates required field

Your Name

Title	
* First or Given Name	Best
Middle Name	Student
* Last or Family Name	Ever
Suffix (Jr, Sr, III, etc.)	
Display Name	

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

* Username	minimum
* Password	*****

Your password must meet these minimal requirements:

- Minimum of 8 Characters ✓
- 1 lowercase letter ✓
- 1 uppercase letter ✓
- 1 number ✓
- 1 special character ✓

* Confirm Password	*****
--------------------	-------

Terms and Conditions

any Services to our customers, or damages our property. Without limiting the foregoing, you agree not to:

- Use any robot, spider, scraper or other automatic device, process or means to access the Site for any purpose without our express written

☒ I agree to these terms

European Union Data Protection

* Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?

☐ Yes ☒ No

Create my account

- Once you have completed your Common App account, you will be asked to complete your extended profile. Once you complete the extended profile, click "Save Changes."

- On the next page under “Add Programs” page, type “Towson” into the search box

Common App for transfer | Prog

apply.transfer.commonapp.org/applicant-ux/#/programSearch/new

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common app

Back to Extended Profile

Add Programs

Find Program View Selected Programs

Showing results for: Available Programs

Add	Program Name	Country	City	State	Start Term	Deadline	Fee	Admission Plan
✓	Fall 2023	United States of America	Towson	MD	Fall	06/01/2023	45	Regular
+	Spring 2023	United States of America	Towson	MD	Spring	11/15/2022	45	Regular
+	Summer 2023	United States of America	Towson	MD	Summer	06/01/2023	45	Regular

Continue

53°F Sunny 12:30 PM 11/9/2022

- Click the + symbol next to “Fall 2023” to select your starting semester, then click “Continue on the bottom of the screen.
- Review your application selection to make sure you have chosen the right university and starting semester – Click “Continue to My Application (If applying while at the Open House, you will not pay the application fee).

Common App for transfer | Review

apply.transfer.commonapp.org/applicant-ux/#/user/new/selectPrograms/reviewProgramSelections

Apps Towson Resources Blackboard CCLT Cook Library Inside TechHelp Imported From IE Welcome to Access... Login | MBS Direct... Reading list

common app

Add More Programs

Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION	TOTAL FEE(S)
0	\$45.00

Continue To My Application

Start By: Deadline

University	Term	Deadline
Towson University	Fall	06/01/2023

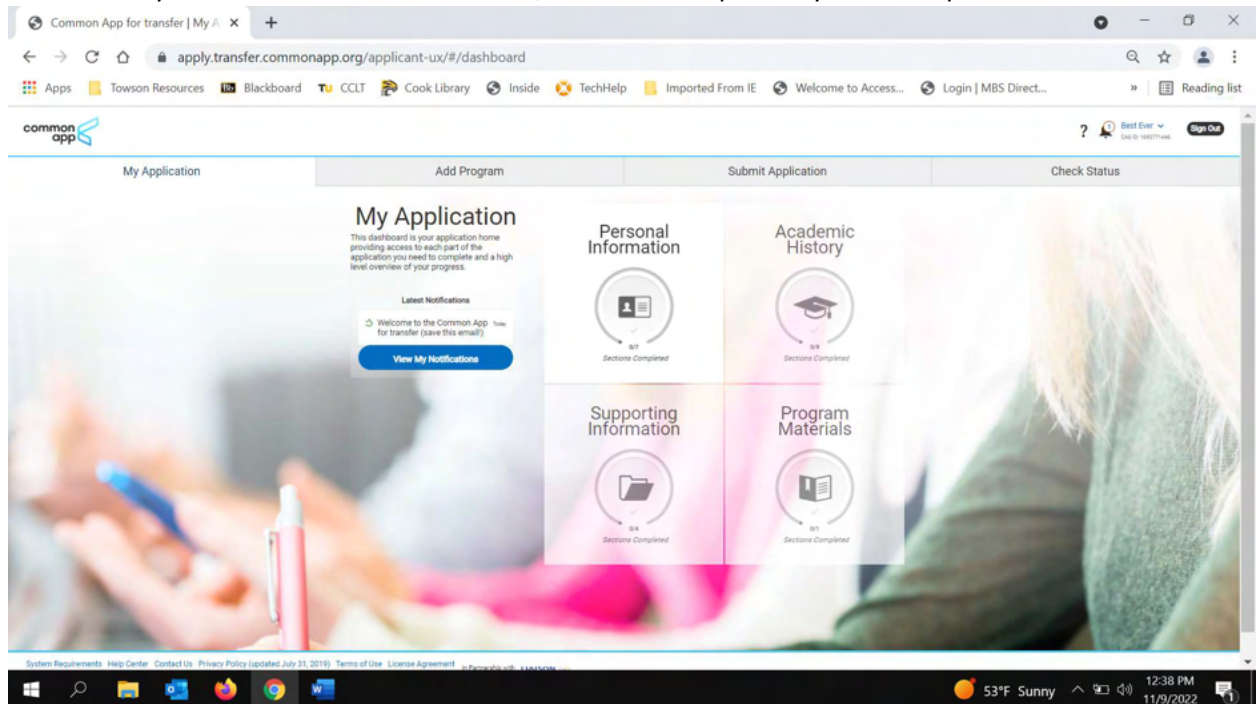
Progress bar for Towson University Fall 2023


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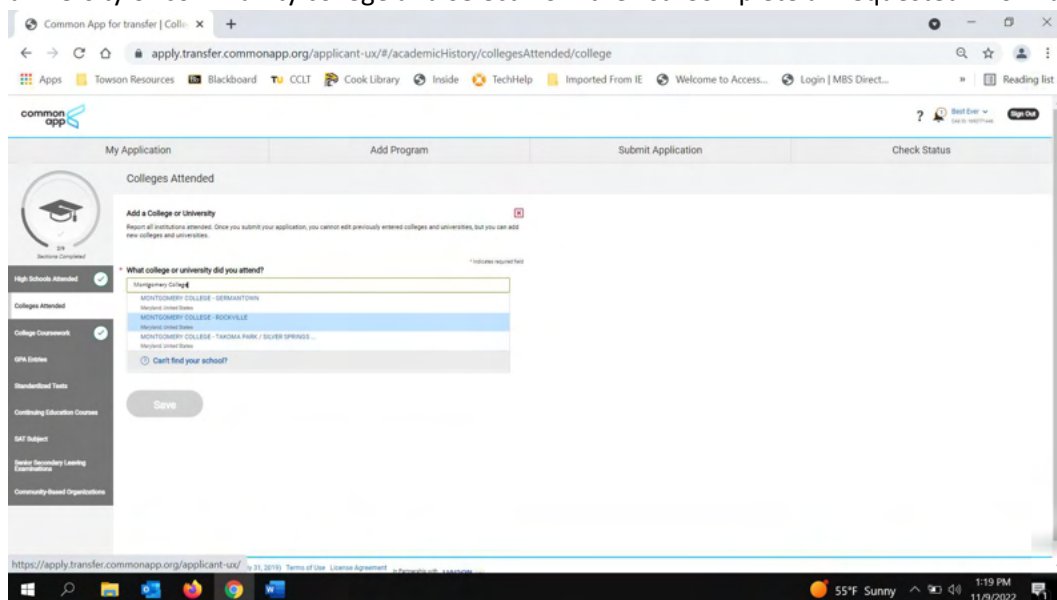
53°F Sunny 12:32 PM 11/9/2022

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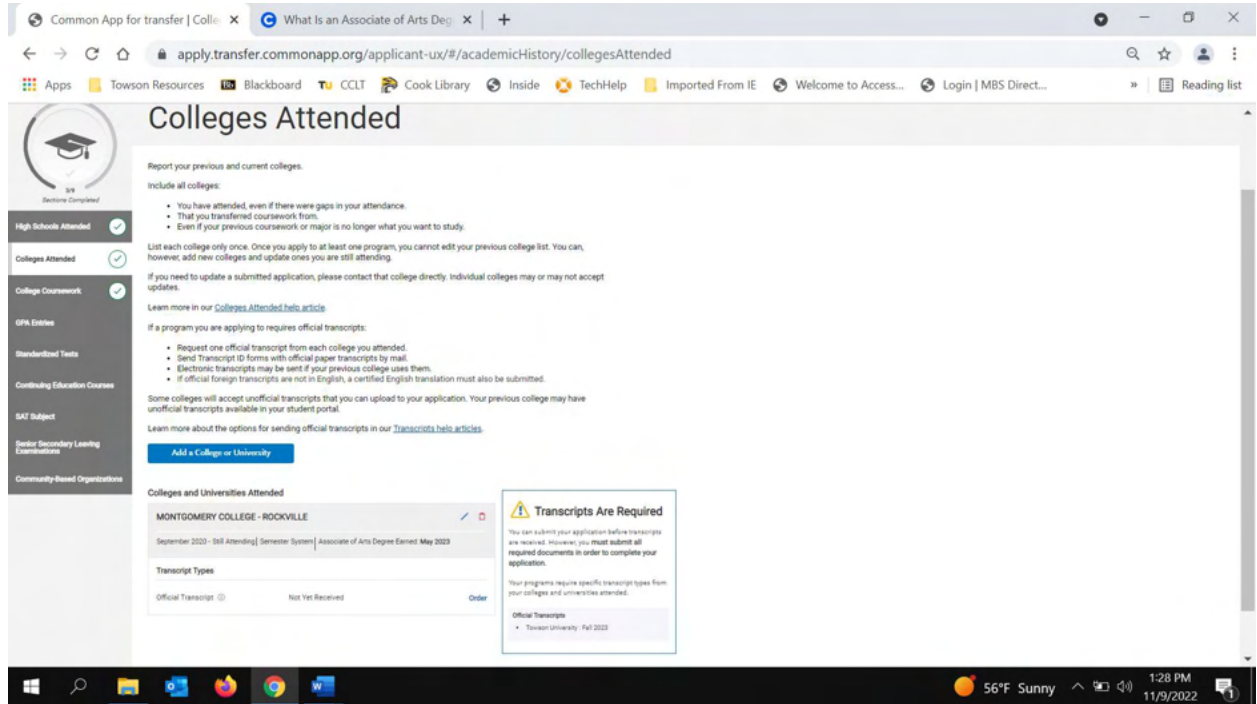
10. On the My Application page, click on “Personal Information” and complete all of the required sections. As you finish and save each section, the next will open for you to complete.



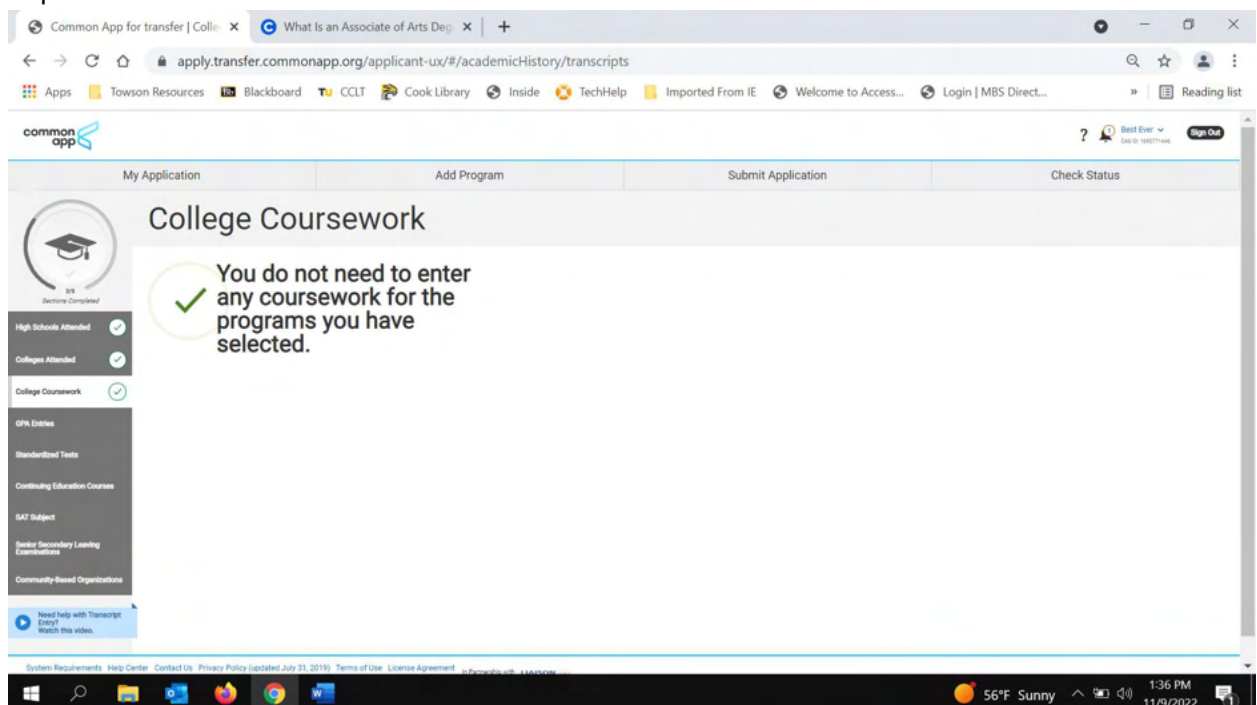
11.  53°F Sunny 12:38 PM 11/9/2022
12. Under Academic History, on the High School Attended page, click “Add High School”. Fill in the country if outside of the U.S.. If high school attended in the US, type in the city and state in the search box. You will then select the city and state, after which schools in that region will appear for you to select.
13. Continue completing the high school attended second page. You will be asked to verify the information as correct. Once you do, select “Continue on to next section”
14. On the Colleges Attended page click “Add a College or University”. Type in the name of your university or community college and select from the list. Complete all requested information.



15. Verify your college and universities attended are correct on the last page of “Colleges Attended” section. **Important:** If you did not hand deliver a sealed official transcript to the representatives at the open house, please be sure you request your official transcript to be sent through Parchment. This can be done by hitting the “order” word next to transcript types located at the bottom of the page. If you have provided an official transcript in person, you can skip this step.



16. Click the College Coursework tab on the left side of the screen and you should receive a message as pictured below.



17. Click the GPA Entries Tab. Click “Add GPA”. Complete the add GPA section and hit “Save, then “Save and Exit”

The screenshot shows the Common App GPA Entries page for a transcript from Montgomery College - Rockville. The page is titled "GPA Entries" and includes a "Save and Exit" button. The transcript is for "MONTGOMERY COLLEGE - ROCKVILLE Transcript" and is dated "Fall September 2020 - Still Attending". The page is divided into several sections: "High Schools Attended", "Colleges Attended", "College Coursework", "GPA Entries", "Standardized Tests", "Continuing Education Courses", "SAT Subject", "Senior Secondary Learning Experiences", and "Community-Based Organizations". The "GPA Entries" section is currently active, showing a table with columns for "SCHOOL LEVEL", "TOTAL CREDIT HOURS", "GPA", and "QUALITY POINTS". The table contains one entry for "Undergraduate" with a GPA of 4.0 and Quality Points of 104. The "Add A GPA" button is visible below the table. The page also includes a "System Requirements" link and a "Help Center" link in the footer.

SCHOOL LEVEL	TOTAL CREDIT HOURS	GPA	QUALITY POINTS
Undergraduate	36	4.0	104

Buttons: Save, Add A GPA, Save and Exit

18. On Standardized test tab, click on any of the tests you may have taken, or click “**I am not adding any standardized tests**” if you have not taken any.
19. Click the Continuing Education tab and enter any Continuing Education courses you may have taken. If you have none to add, click “**I am not adding any Continuing Education Courses**”
20. On the SAT Subject tab, enter the information for any of the SAT you have taken, including the scores. If you have not yet taken the SAT you can use the date you plan on taking it.

Common App for transfer | SAT Subject

apply.transfer.commonapp.org/applicant-ux/#/academicHistory/sat

My Application Add Program Submit Application Check Status

SAT Subject

Enter any SAT Subject test scores that you wish to report.
If you have questions, learn more in our [SAT Subject help article](#).
Once you submit your application, you cannot edit previously entered tests. However, you can add new tests.

* Indicates required field

SAT score details

Number of SAT Subject Tests you wish to report, including tests you expect to take: 1

Exam 1 Date Taken or Planned: 11/09/2022

SAT Subject 1: Writing

SAT Exam Score 1: 790

Save and Continue

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21. Click on the Senior Secondary Leaving Examinations tab. If you completed High School in the U.S. you can skip this step by clicking “Save and continue”. If you completed High School outside of the U.S., complete the information on testing and scores as required.
22. Click Community Based Organizations tab. Leave the number 0 in the drop down box and hit “Save and Continue”

Common App for transfer | Community-Based Organizations

apply.transfer.commonapp.org/applicant-ux/#/academicHistory/community-BasedOrganizations

My Application Add Program Submit Application Check Status

Community-Based Organizations

Enter any community-based programs or organizations that provided you with free assistance in your transfer application process.
If you have questions, learn more in our [Community-Based Organizations help article](#).
Once you submit your application, you can edit previously entered information.

* Indicates required field

Community-Based Organization details

* Indicate the number of community programs or organizations that have provided you with free assistance in your transfer application process.

0

Save and Continue

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23. On the experiences page, complete any experiences you have / had, or click “I am not adding any experiences” Repeat this process for the Achievements and Document tabs.

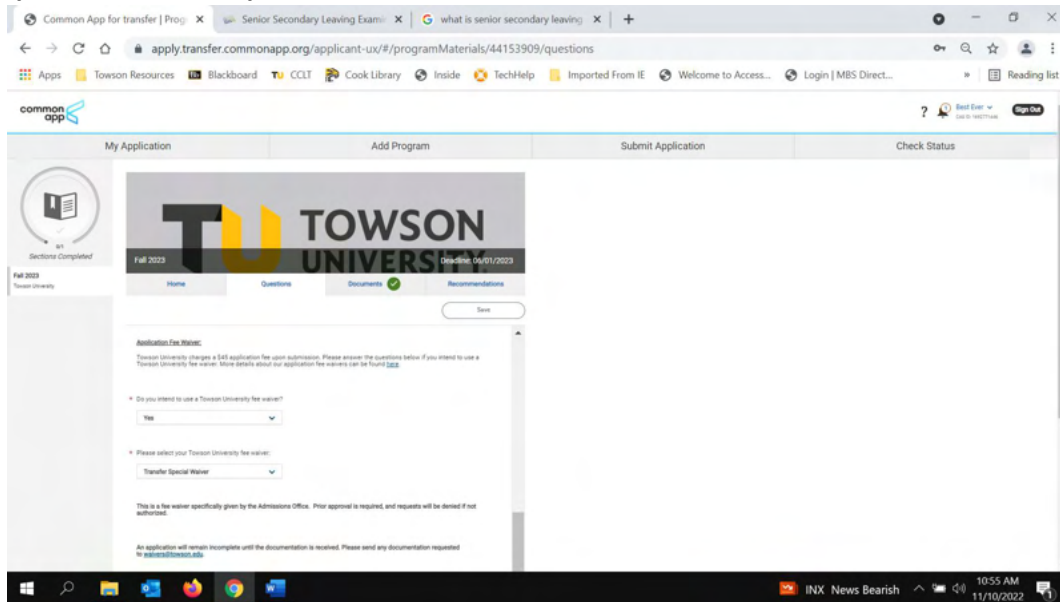
24. Click on Affirmation Statements and read through entire statement, checking off each affirmation and typing your name into the box. Save and continue

The screenshot shows the 'Affirmation Statements' page on the Common App website. The page has a navigation bar with tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The 'Affirmation Statements' section is active. It contains a sidebar with 'Experiences', 'Academic', and 'Documents' sections. The main content area has a heading 'Affirmation Statements' and a subheading 'By submitting this application, I affirm my understanding of and agreement to the statements found here:'. Below this, there are four affirmations, each with a checkbox and a 'I Affirm' button. The affirmations are: 1. I certify that all information submitted in the admission process... 2. I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application. 3. I understand that once my application has been submitted it may not be altered in any way... 4. I acknowledge that I have reviewed the application instructions for the college receiving this application... The page also includes a 'Save' button and a 'Sign Out' button.

25. On the screen below, be sure to verify your information, then click on the questions tab and answer all questions. **IMPORTANT: Answer YES to "Are you planning to enroll at a regional higher education center?". Then select "Shady Grove" from the drop-down box, then select your program from the "Shady Grove Major" drop down box.**

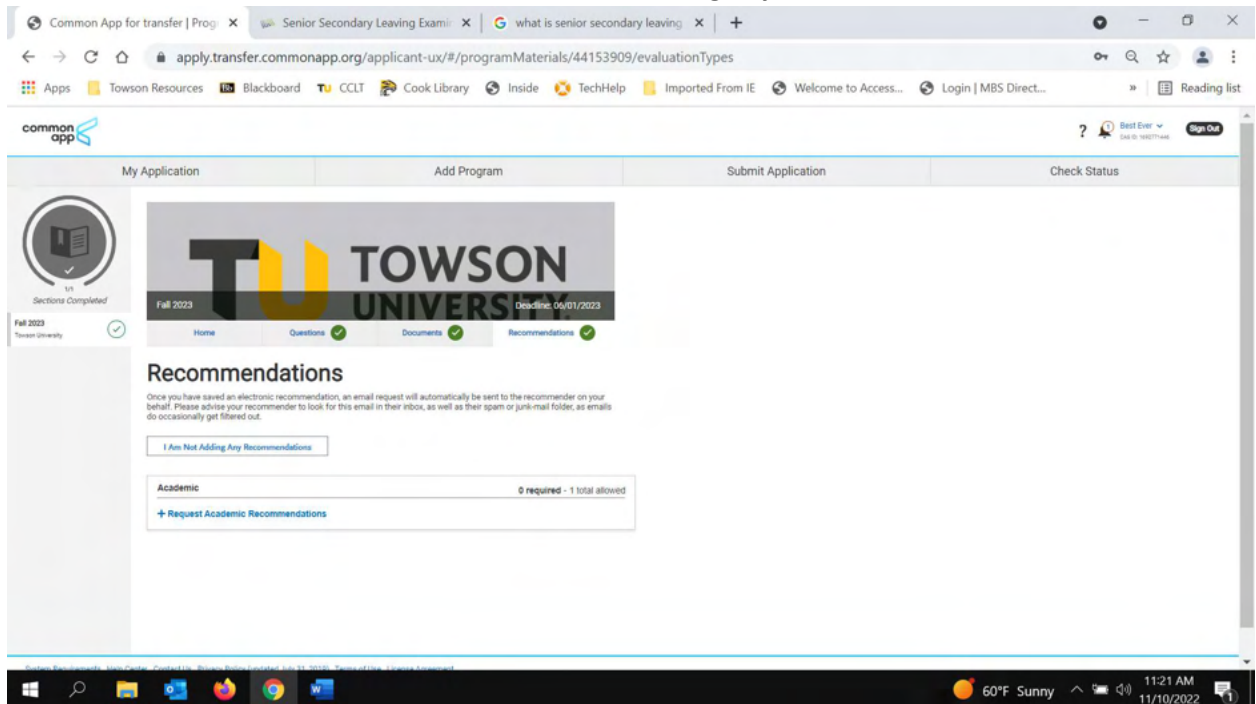
The screenshot shows the 'Questions' page on the Common App website for Towson University. The page has a navigation bar with tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The 'Questions' section is active. It features a 'TOWSON UNIVERSITY' banner with a 'Fall 2023' deadline. Below the banner, there are four tabs: 'Home', 'Questions', 'Documents', and 'Recommendations'. The 'Questions' tab is selected, showing a list of questions. The first question is 'Are you planning to enroll at a Regional Higher Educational Center?'. The answer is 'Yes'. The second question is 'Regional Center Campus'. The answer is 'Shady Grove'. The third question is 'Shady Grove Major'. The answer is 'Shady Grove'. The fourth question is 'Did you attend a Maryland Community College?'. The answer is 'No'. The page also includes a 'Save' button and a 'Sign Out' button.

26. Toward the end of the questionnaire you will see “**Application Fee Waiver**”. Select yes in the first drop down box to indicate you would like an application waiver. *** Waivers only apply to open house applicants. If you are applying outside of the open house event, please select “No” to the question “Do you plan on using a Towson Fee waiver”? You will be prompted to pay the application fee towards the end of your application.** For those applying at the open house, In the second drop down box select “Transfer Special Waiver” continue filling out the questions until complete. Hit “Save and Continue”.



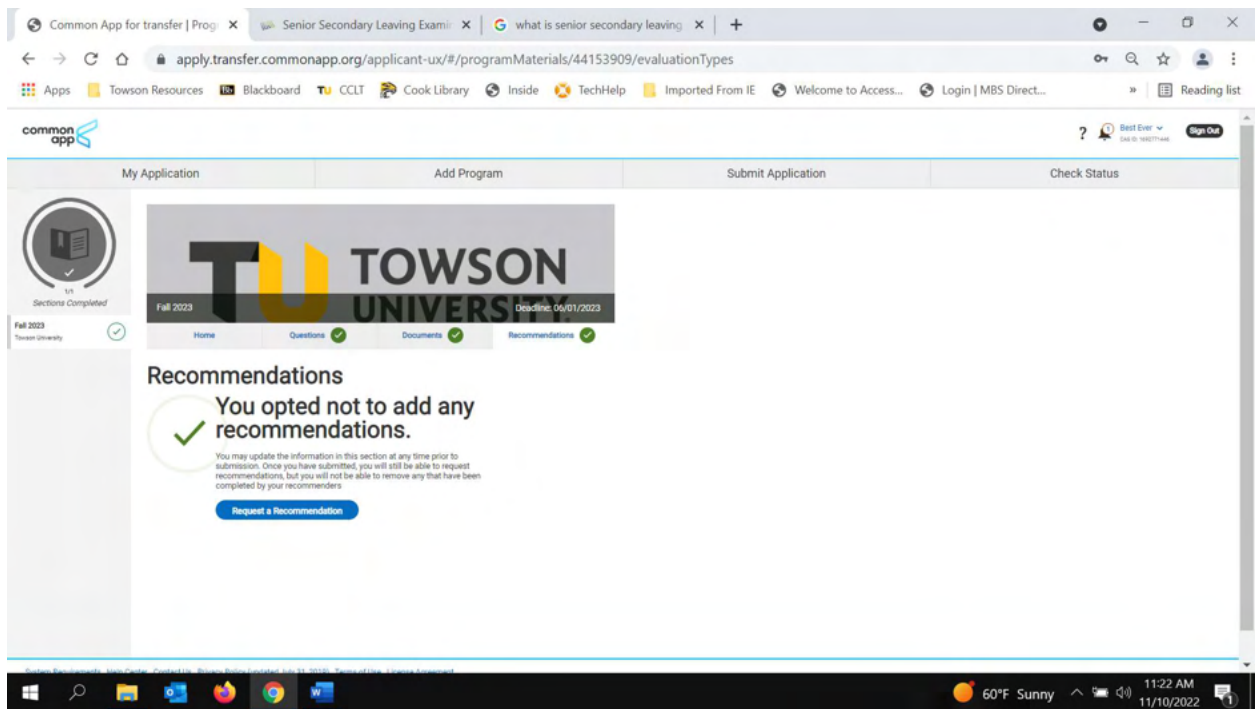
The screenshot shows the 'Application Fee Waiver' section of the Towson University Common App for transfer. The page has a header with navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main content area features the Towson University logo and the application deadline (06/01/2023). Below the logo, there are four tabs: 'Home', 'Questions', 'Documents', and 'Recommendations'. The 'Application Fee Waiver' section is active, showing two dropdown menus. The first dropdown is set to 'Yes' and the second is set to 'Transfer Special Waiver'. A 'Save' button is visible at the bottom right of the section.

27. Click the recommendations tab and select “**I am not adding any recommendations**”

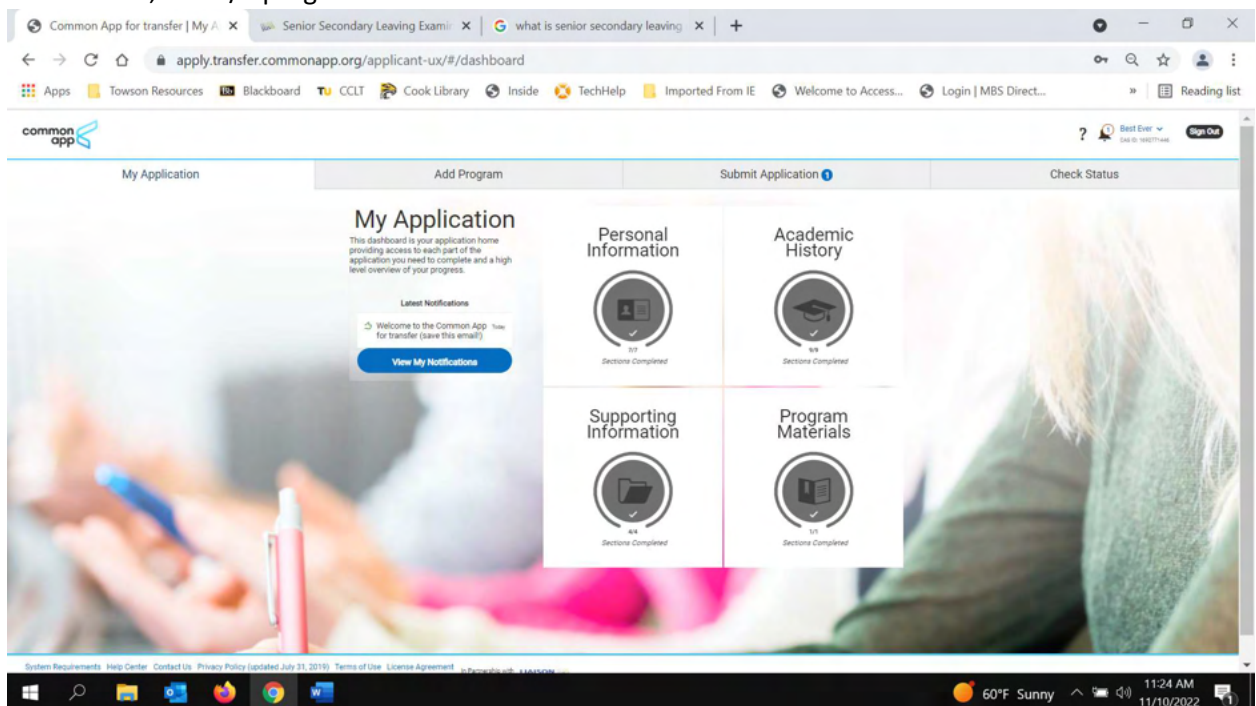


The screenshot shows the 'Recommendations' tab of the Towson University Common App for transfer. The page has the same header and navigation tabs as the previous screenshot. The 'Recommendations' tab is active, showing a section titled 'Recommendations'. Below the title, there is a button labeled 'I Am Not Adding Any Recommendations'. Below this button, there is a section for 'Academic' recommendations, showing '0 required - 1 total allowed' and a '+ Request Academic Recommendations' button.

You will then see the following screen:



28. Click the “My Application” tab at the top left of the screen. Check that all of your application sections have been completed. If not, click the section which is incomplete and scroll through to see what is missing (you should have 7/7 personal info, 9/9 Academic History, 4/4 Supporting Information, and 1/1 program materials).



29. Once all sections are complete and you have double checked all of the information in the application, click on the tab “Submit Application”. Double check the University and semester that appears is correct, then click “submit”. You will then be taken to a page that displays your selected program. If everything is correct, click “Continue”

Common App for transfer | Subm... Senior Secondary Leaving Exam... what is senior secondary leaving... +

← → ↻ ⌂ apply.transfer.commonapp.org/applicant-ux/#/myPrograms/myProgramSelections

Apps Towson Resources Blackboard CCLT Cook Library Inside TechHelp Imported From IE Welcome to Access... Login | MBS Direct... Reading list

common app Best Ever 04/10/2022 Sign Out

My Application Add Program Submit Application 1 Check Status

Submit Application

Review your programs and check the completion status of your requirements. When all requirements are complete, select the "Submit" button. Once you submit your application, you cannot edit most of your common application questions. If you need to make updates for future applications, use the Additional information question in the [Other Information](#) section of the application. If you have questions, please use our help article on [updating your application](#).

Sort By: Deadline

Program Name	Term	Deadline	Status
Towson University	Fall 2023	06/01/2023	Complete

Submit

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Common App for transfer | Paym... Senior Secondary Leaving Exam... what is senior secondary leaving... +

← → ↻ ⌂ apply.transfer.commonapp.org/applicant-ux/#/payments

Apps Towson Resources Blackboard CCLT Cook Library Inside TechHelp Imported From IE Welcome to Access... Login | MBS Direct... Reading list

common app Best Ever 04/10/2022 Sign Out

My Application Add Program Submit Application 1 Check Status

Your Selected Program

Program Name	Term	Deadline
Towson University	Fall 2023	06/01/2023

Selected Programs (1)	
Subtotal	\$45.00
Fee Waivers (1)	
Fee Waiver	-\$45.00
Fee Waiver Total	-\$45.00
Fee Total	\$0.00

Continue

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30. You will then need to check the yellow box which appears under "submitting your application". Hit "Submit Application" and your application is now on its way. You will receive an email immediately to let you know the application submission was successful. 😊

Common App for transfer | Payments | Senior Secondary Leaving Exam | what is senior secondary leaving

apply.transfer.commonapp.org/applicant-ux/#/payments

Apps | Towson Resources | Blackboard | CCLT | Cook Library | Inside | TechHelp | Imported From IE | Welcome to Access... | Login | MBS Direct... | Reading list

common app

My Application | Add Program | Submit Application | Check Status

Review and Submit Your Applications

Please review your submission details below and acknowledge you've read and understand the conditions once submitted.

* Indicates required field

Submitting Your Application

Upon application submission, you will not be able to edit most of your information, including your question answers and completed coursework.

☒ I acknowledge that I will not be able to edit my application after submission.

Payment Information

Your submission costs have been fully covered. No Payment is due at this time.

Selected Programs (1)	
Subtotal	\$45.00
Fee Waivers (1)	
Fee Waiver	-\$45.00
Fee Waiver Total	-\$45.00
Fee Total	\$0.00

Please do not click the button more than once or refresh this page, or you may be charged twice.

[Continue](#)

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Common App for transfer | Payments | Senior Secondary Leaving Exam | what is senior secondary leaving

apply.transfer.commonapp.org/applicant-ux/#/payments

Apps | Towson Resources | Blackboard | CCLT | Cook Library | Inside | TechHelp | Imported From IE | Welcome to Access... | Login | MBS Direct... | Reading list

common app

My Application | Add Program | Submit Application | Check Status

Congratulations on your application submission!

We sent a receipt of your submission to mtrainum@towson.edu

Payment Date: 11/10/2022
Order #: XWUG7IL2GSDM

[My Application](#)

Program Submissions	
PROGRAM NAME	DEADLINE
Fall 2023	Deadline: 06/01/23

1 TOTAL PROGRAMS SUBMITTED

Payment Details

Payment	Subtotal	\$45.00
Fee Waivers (1)	Fee Waivers (1)	-\$45.00
	Fee Waiver Total	-\$45.00
	Fee Total	\$0.00

Information on previous payments is available in [Payment History](#) under your User Profile.

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- Once you have successfully submitted your application, Click "Sign Out" in the upper right-hand corner.