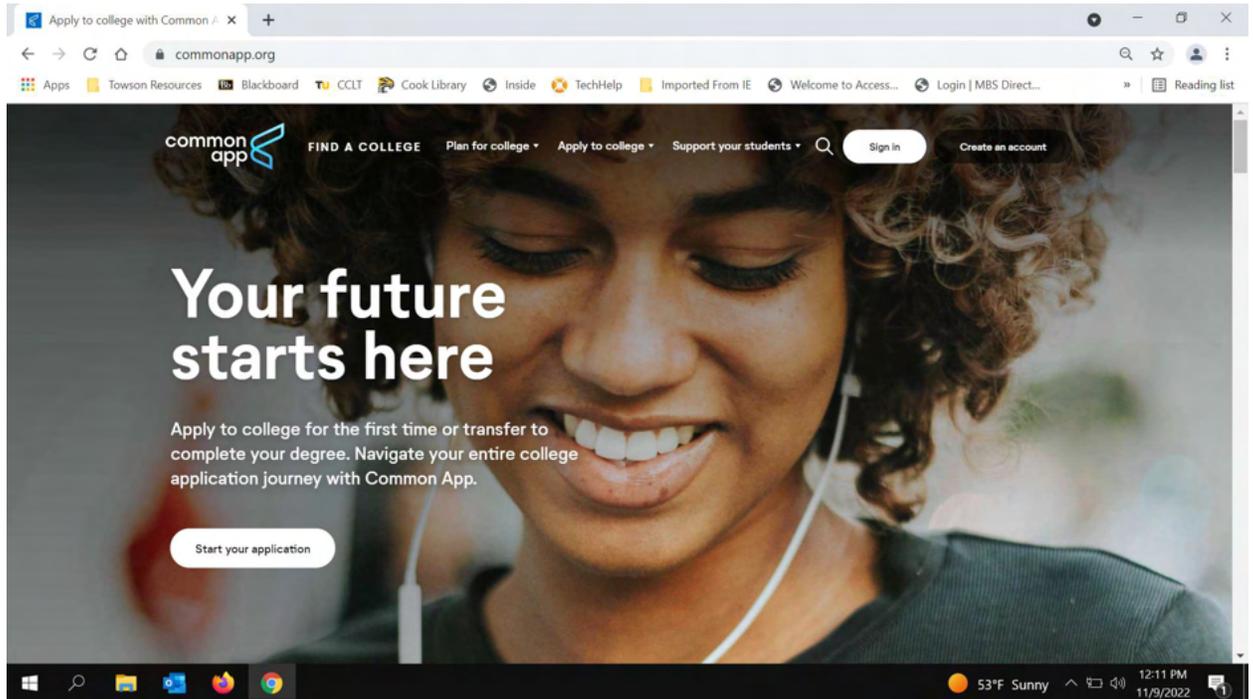
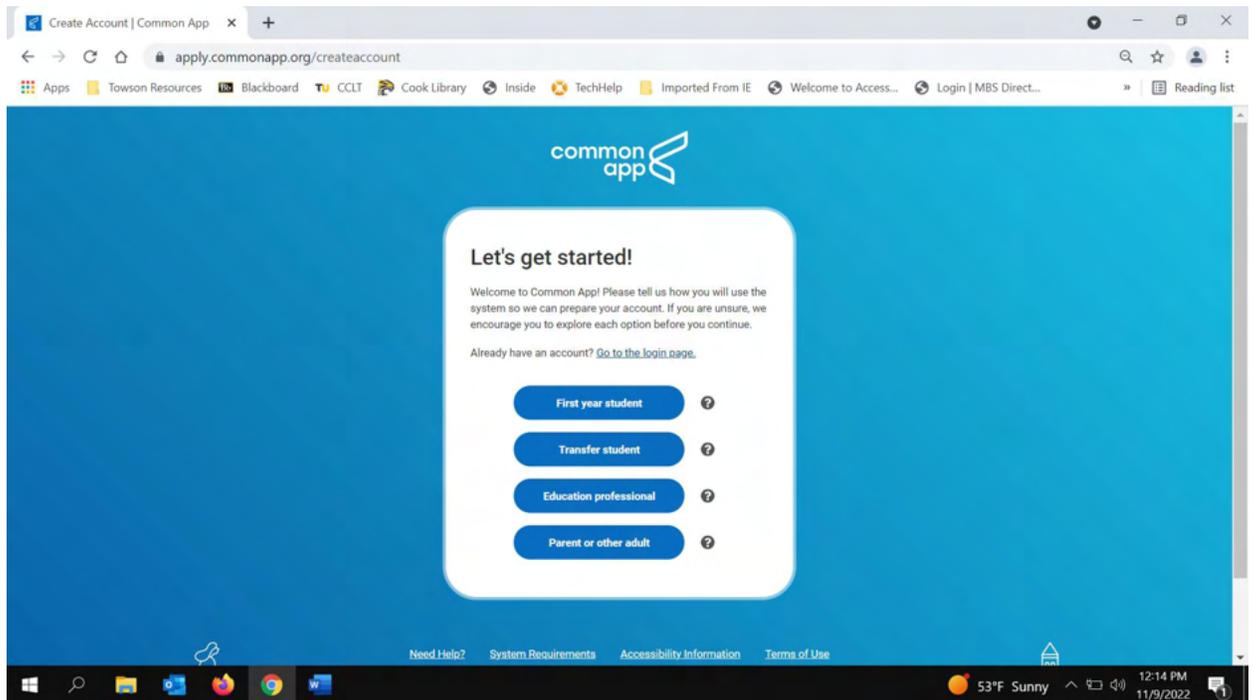


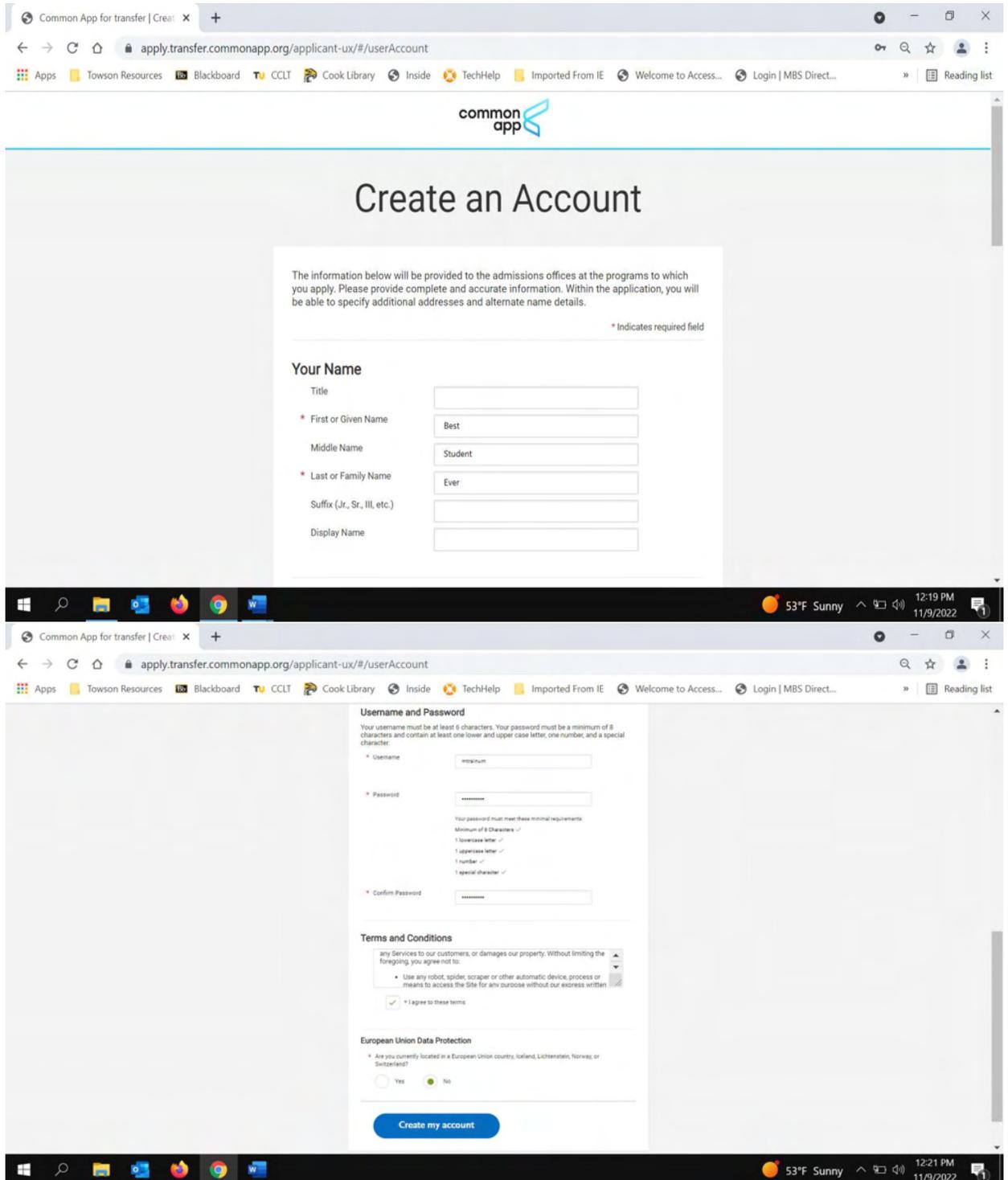
1. Go to www.commonapp.org
2. Click on “create an account” in the upper right-hand corner.



3. Click on “Transfer Student”



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



5. 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"

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

Common App for transfer | Prog x +

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

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

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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

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7. Click the + symbol next to “Fall 2023” to select your starting semester, then click “Continue on the bottom of the screen.
8. 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 | Revi x +

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

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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: 0

TOTAL FEE: \$45.00

Continue To My Application >

Start By: Deadline

University	Term	Deadline
Towson University	Fall	06/01/2023

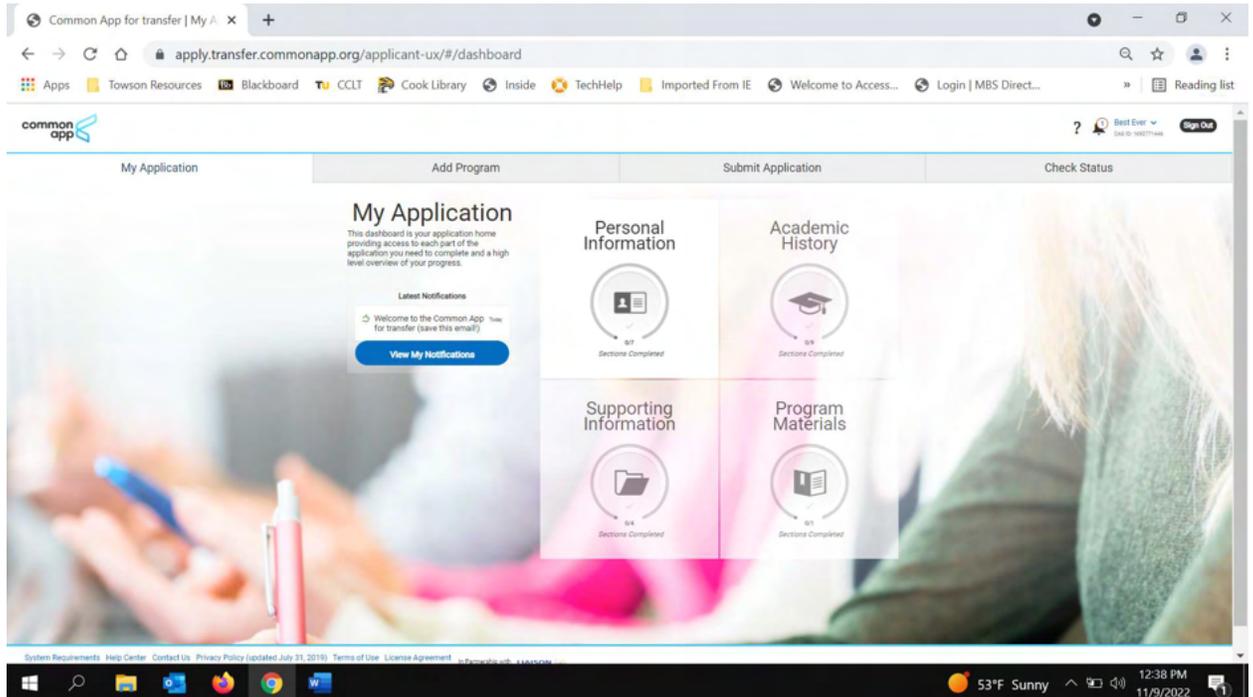
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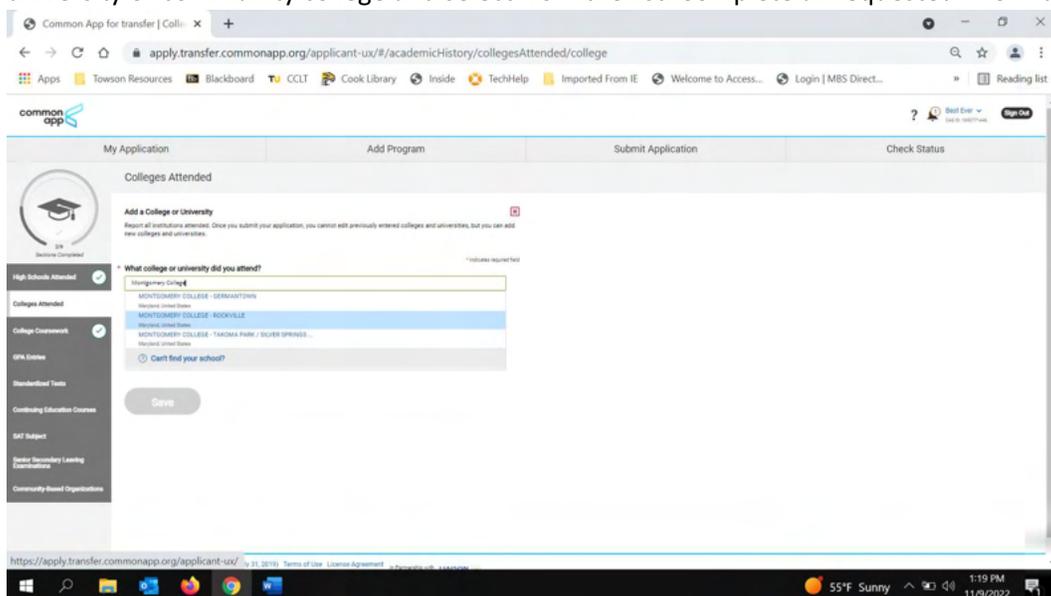
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- 9.

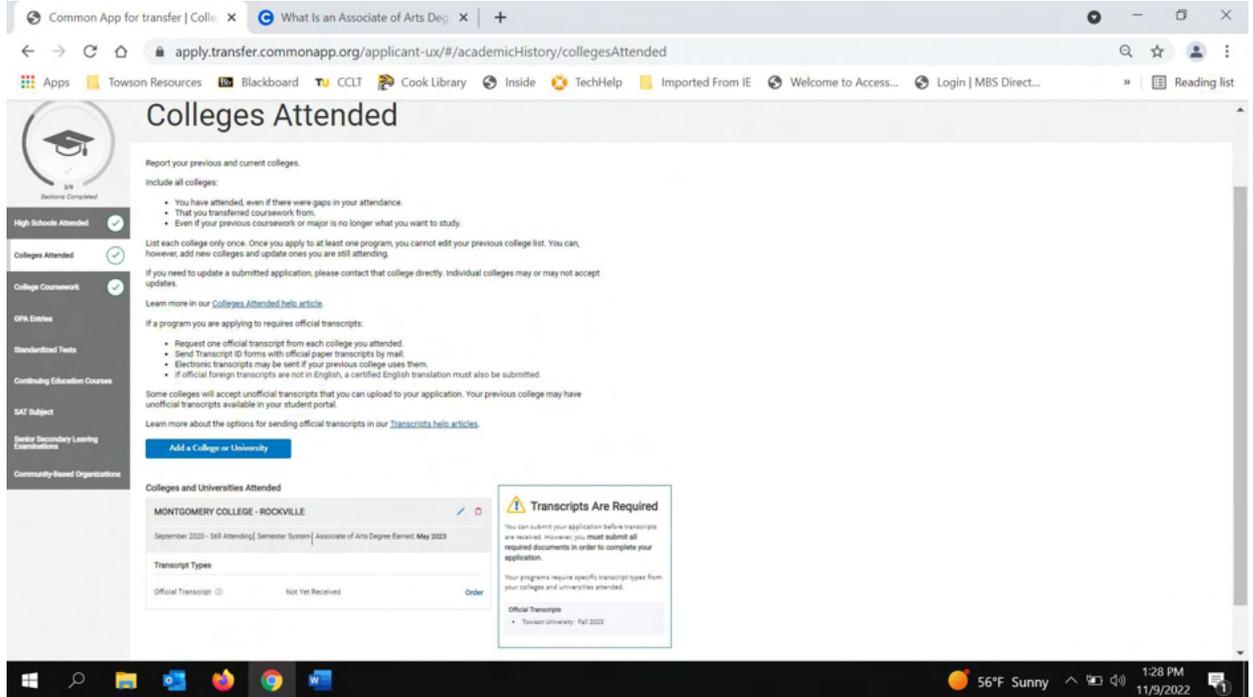
10. On the My Application page, click on “Personal Information” and complete all of the required sections. As you finish and save each section, the next will open for you to complete.



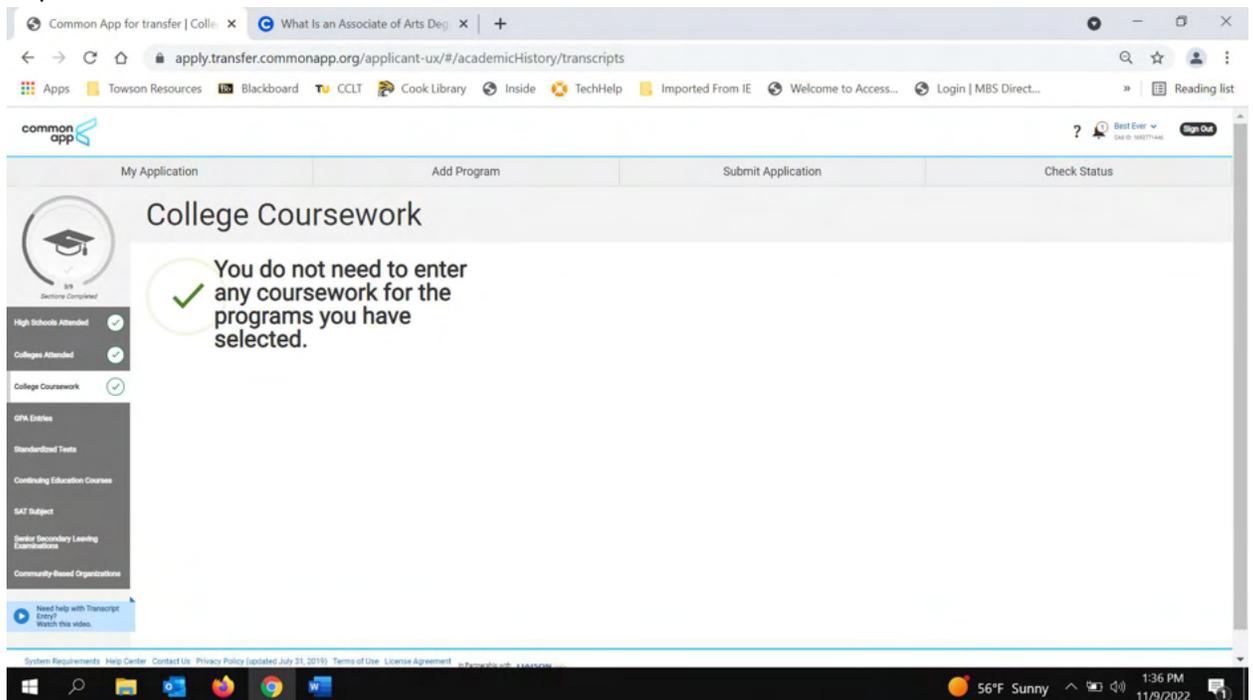
- 11.
12. Under Academic History, on the High School Attended page, click “Add High School” . Fill in the country if outside of the U.S.. If high school attended in the US, type in the city and state in the search box. You will then select the city and state, after which schools in that region will appear 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.



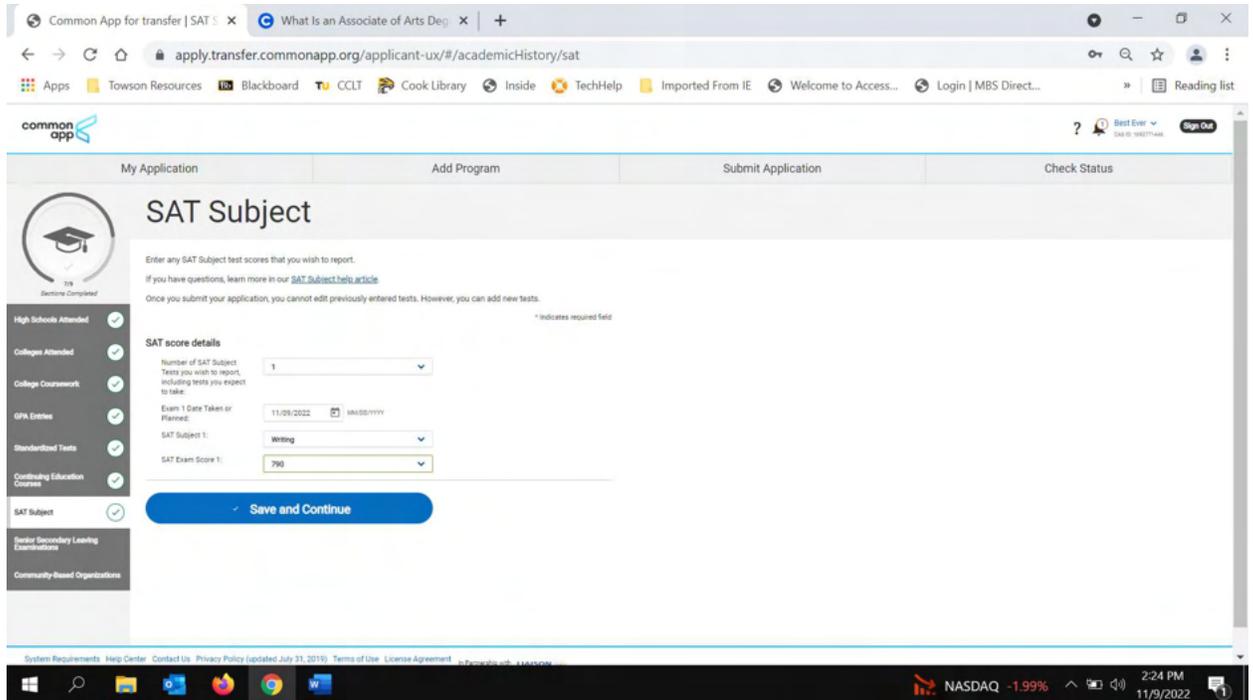
17. Click the GPA Entries Tab. Click “Add GPA”. Complete the add GPA section and hit “Save, then “Save and Exit”

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 main content area is titled "Enter your GPAs" and contains a table with the following data:

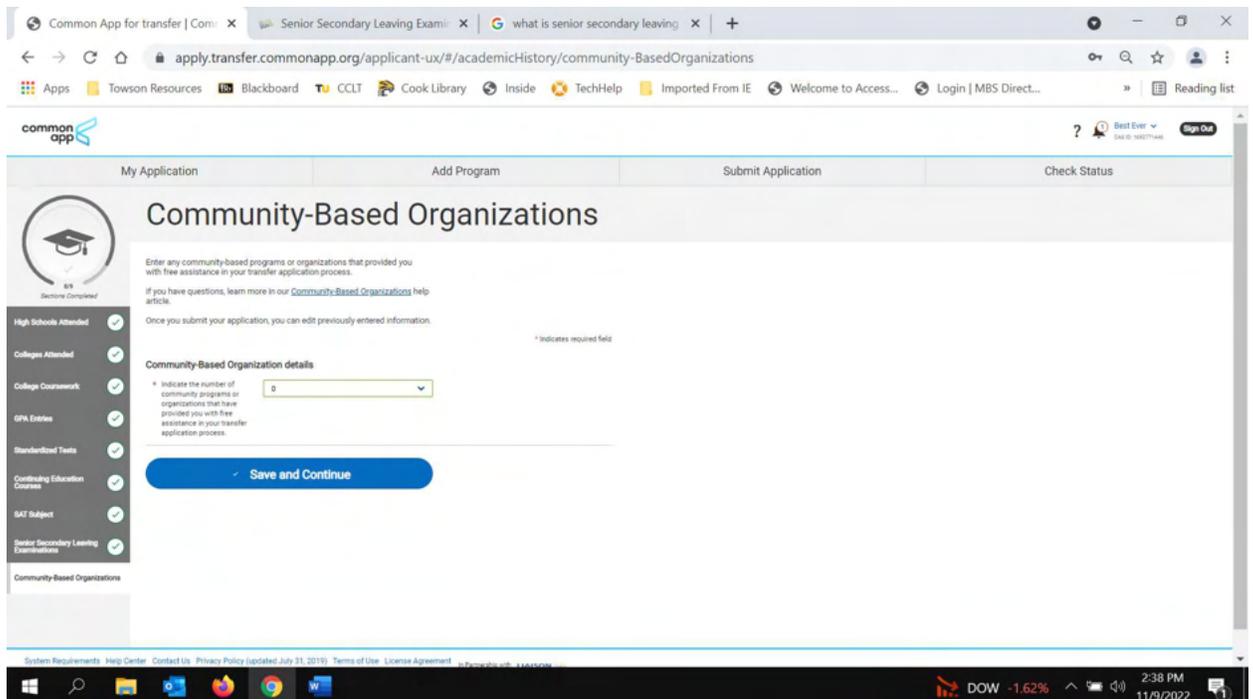
SCHOOL LEVEL	TOTAL CREDIT HOURS	GPA	QUALITY POINTS
Undergraduate	38	4.0	154
School Level: Graduate	Total Credit Hours: 28	GPA: 4.0	Quality Points: 104

Below the table is an "Add A GPA" button. The page also features a sidebar with navigation options: High Schools Attended, Colleges Attended, College Coursework, GPA Entries, Standardized Tests, Continuing Education Courses, SAT Subject, Sector Secondary Learning Examinations, and Community-Based Organizations. The top navigation bar includes "My Application", "Add Program", "Submit Application", and "Check Status".

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.

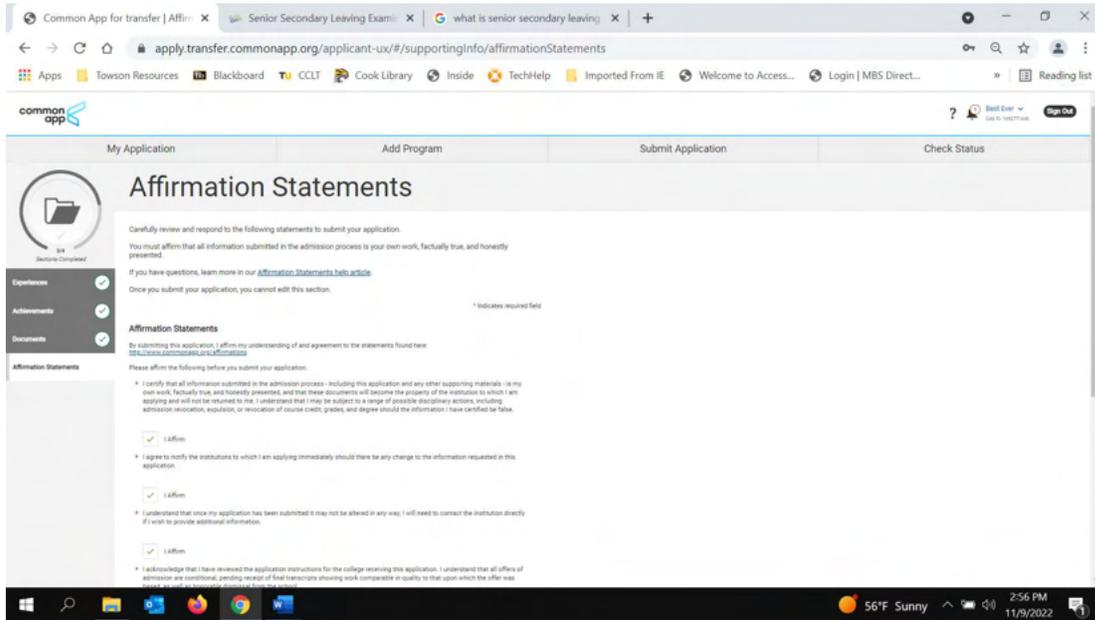


21. Click on the Senior Secondary Leaving Examinations tab. If you completed High School in the U.S. you can skip this step by clicking “Save and continue”. If you completed High School outside of the U.S., complete the information on testing and scores as required.
22. Click Community Based Organizations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

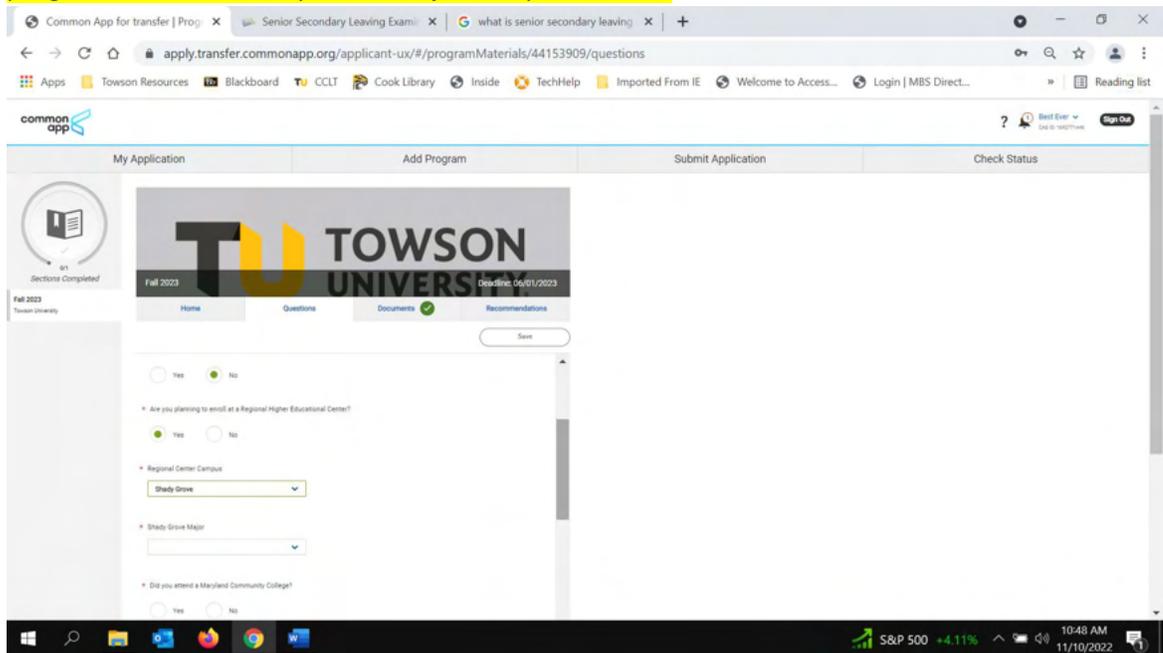


23. On the experiences page, complete any experiences you have / had, or click “I am not adding any experiences” Repeat this process for the Achievements and Document tabs.

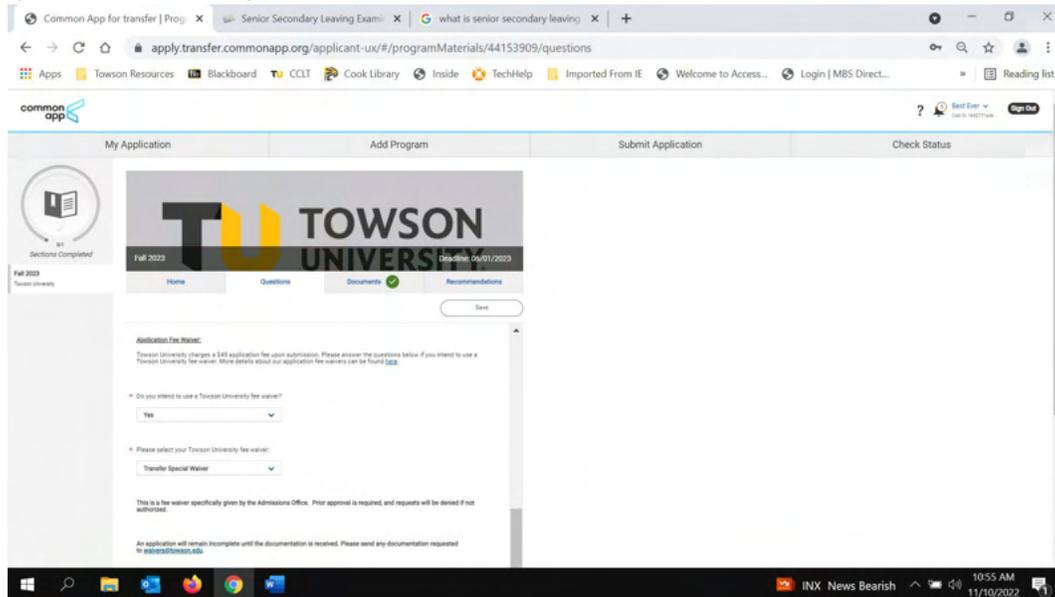
24. Click on Affirmation Statements and read through entire statement, checking off each affirmation and typing your name into the box. Save and continue



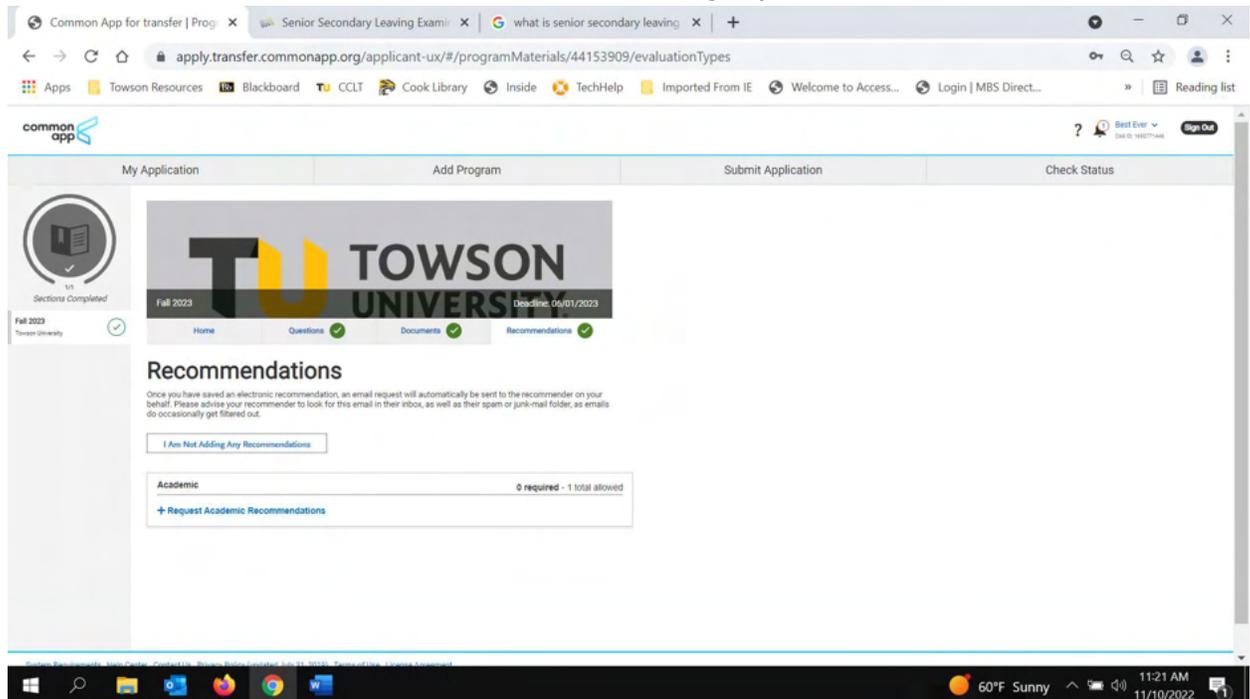
25. On the screen below, be sure to verify your information, then click on the questions tab and answer all questions. **IMPORTANT: Answer YES to "Are you planning to enroll at a regional higher education center?". Then select "Shady Grove" from the drop-down box, then select your program from the "Shady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



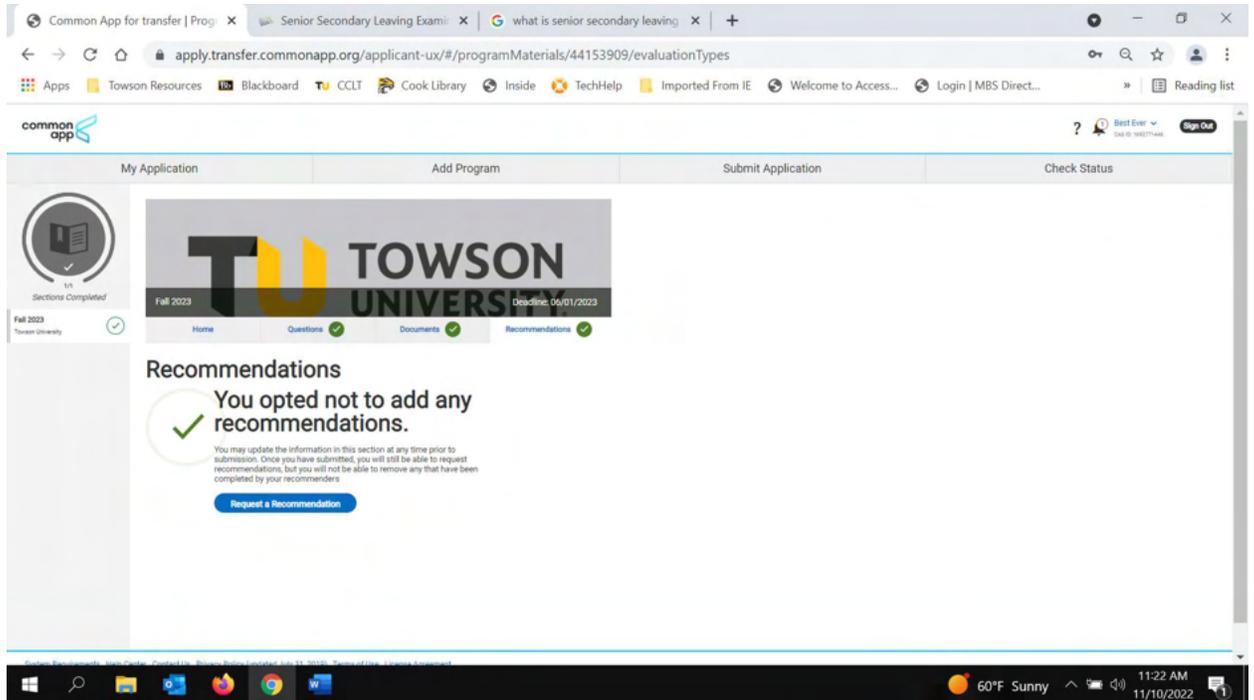
26. Toward the end of the questionnaire you will see “**Application Fee Waiver**”. Select yes in the first drop down box to indicate you would like an application waiver. *** Waivers only apply to open house applicants. If you are applying outside of the open house event, please select “No” to the question “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”.**



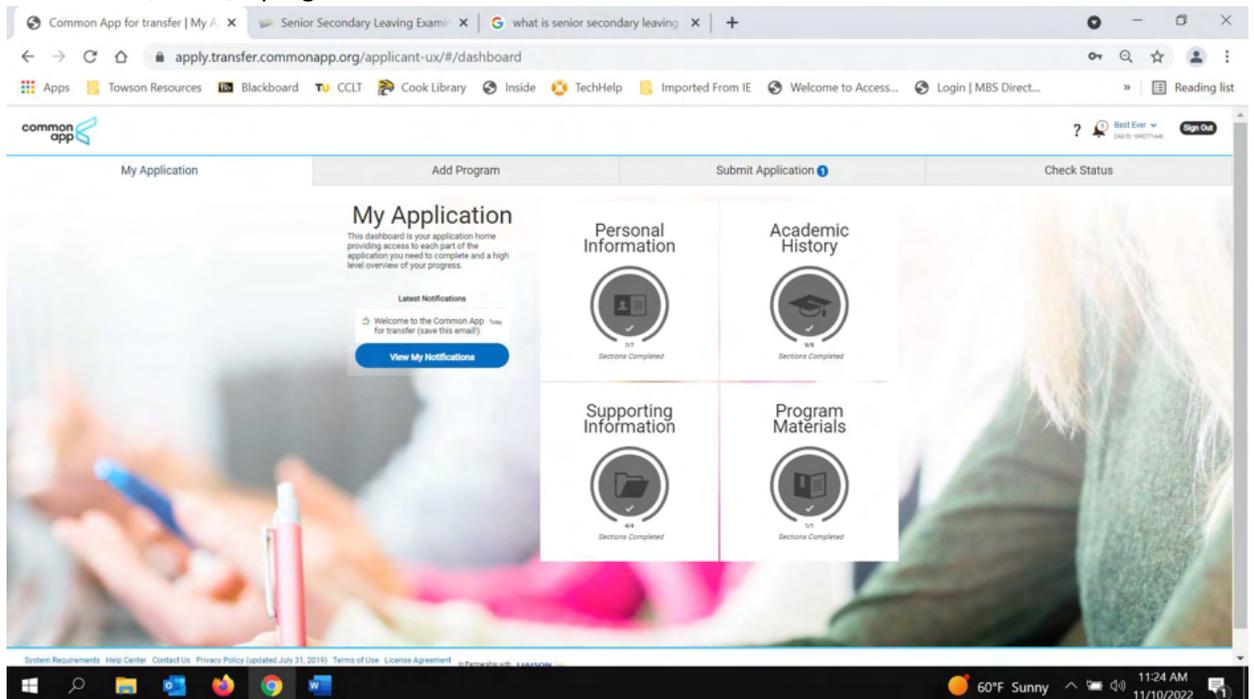
27. Click the recommendations tab and select “**I am not adding any recommendations**”



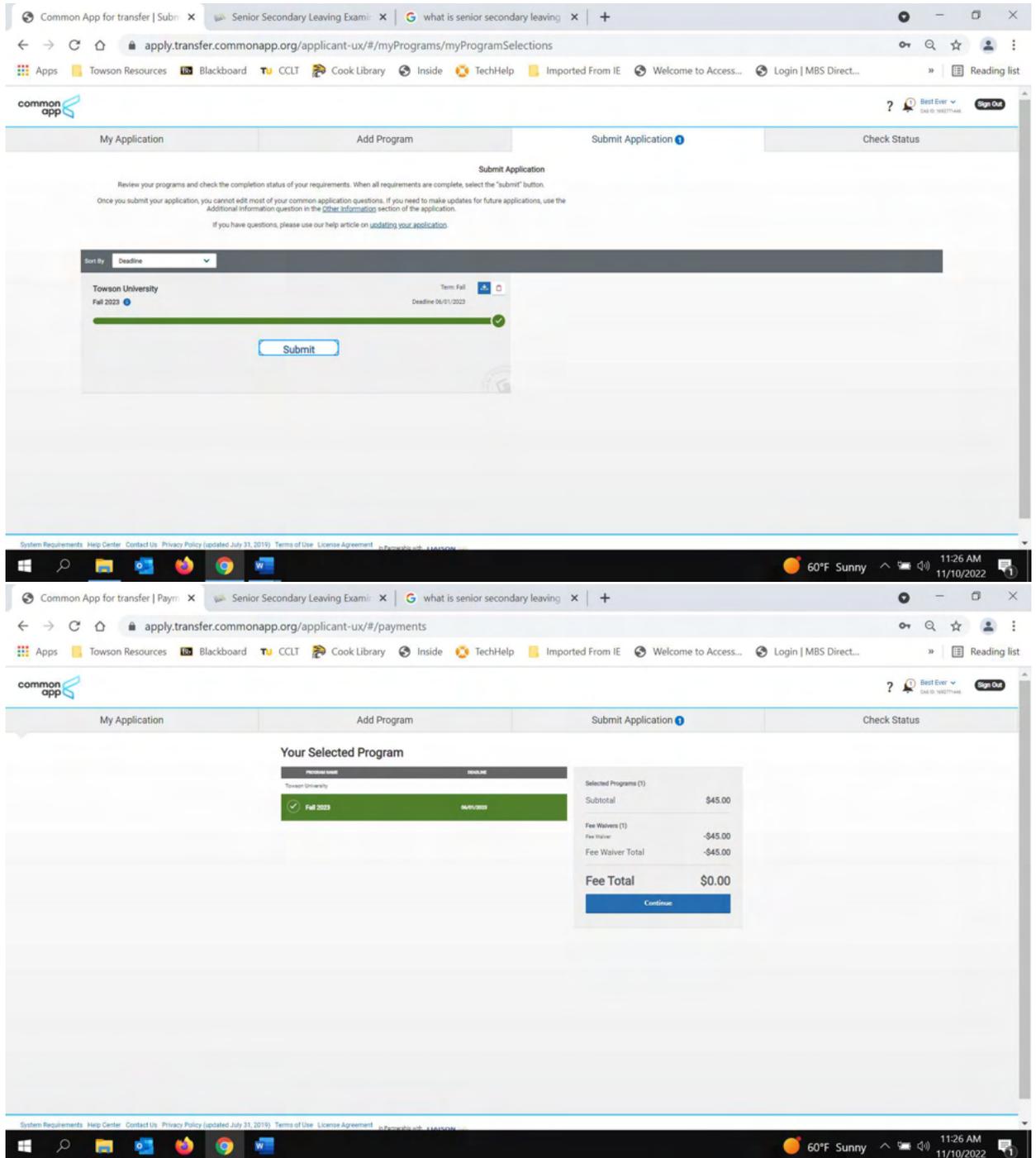
You will then see the following screen:



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”



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. 😊

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My Application Add Program Submit Application 1 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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My Application Add Program Submit Application 1 Check Status

Congratulations on your application submission!

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

Payment Date: 11/10/2022
 Order #: XWUG7IL2GSDM [My Application](#)

Program	Term	Deadline
Fall 2022		06/01/23

1 TOTAL PROGRAMS SUBMITTED

Payment Details	
Subtotal	\$45.00
Fee Waivers (1)	
Fee Waiver	-\$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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31. Once you have successfully submitted your application, Click “Sign Out” in the upper right-hand corner.