## COUNSELOR GUIDELINES FOR STUDENTS APPLYING TO HBCU PARTNERS

1. *Counselors* - please instruct interested students to begin their research of the HBCU Partner Institutions on program websites https://www.californiacommunitycollegehbcutransfer.com/ & https://icangotocollege.com/hbcu-transfer-opportunities. The Transfer Search Tool should be utilize to identify ADT to Bachelor degree pathways.

2. Students should compile a list of target HBCUs.

3. Students interested in applying to one or more partner HBCUs must have at the time of transfer, a cumulative 2.0 GPA (higher GPA required for some schools) and satisfy one of the following:

    A. An Associate Degree for Transfer (ADT)
        or
    B. Thirty semester/45 quarter or more transferable units

4. Provide students with congratulatory form below with promotional code. This code allows the student to apply to up to four of the HBCU partner institutions at no cost. Encourage the student to apply as soon as possible at http://commonblackcollegeapp.com Note: Students are required to complete all required sections of the application including the high school information and ACT/SAT test scores. Students with no test score to report may input 000 for scores.

5. *Counselors* - Complete and submit the electronic Counselor Verification Form - https://elcamino.formstack.com/forms/counselor_verification_form

6. *Important note:* Students **NOT** applying to a partner HBCU school may not be given the promotional code so be sure to verify the institutions. Students will be required to pay the $20.00 application fee.

7. Students applying to partners schools that are not available via the Common Black College Application will need to apply directly to the following partner institutions: Bowie State University, Morehouse College, Morris Brown College, Texas Southern University.

8. *Counselors* - Please remove the bottom portion of the form below and give to the student.

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Student Name: _____Date _____

Counselor Signature: _____

*Congratulations!*

Because you have met the requirements of the HBCU Transfer Guarantee Project, you have been cleared to apply to partnered HBCUs for FREE. You may go online to **commonblackcollegeapp.com** to submit your application.

Your application fee will be waived when you enter **Promo Code CCC2324** (where it is requested on the application). Please take the time to complete your application as soon as possible. This code can only be used by you. All names can be verified.

Once you have completed your application, you will receive a Confirmation Letter by email. Please read the confirmation letter and follow all instructions carefully to ensure your application is received and processed by your selected HBCUs. **Official college transcripts from all colleges attended must be sent immediately and directly to each HBCU(s) applied to, do not upload to the Common Black College Application.**