



The Common Application Introduction

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Guidance Department



What is the Common Application?

- A not-for-profit organization that serves students and member colleges/universities by providing ONE application that the student can submit to any of the college members.



How do I know if a college will accept The Common App?

All participating college members are listed on The Common Application website: [The Common Application Online](#)

If a college accepts The Common Application, it will be indicated on the college website.



How can I apply using the Common Application?

Go to www.commonapp.org.

Logon using the personal account that you created during the *Naviance* computer lab session.



If each college requires specific forms and fees, how would I find this out?

- Each specific requirement of the college is outlined on the “Requirement Grid” which is located on the Common App website. [College Specific Requirements](#)

** You will need Acrobat Adobe Reader on your computer to open all PDF files on the Common App website.*



The Common Application Forms

The Complete Package



“The First Year Application”

ONLINE COMPLETION:

Your computer must have one of the following web browsers to access and complete the application:

- Internet Explorer 5 and above
- Netscape 8 and above
- Safari (for Macintosh users) or
- Firefox



“The First Year Application”

○ ONLINE COMPLETION:

You can preview your completed application prior to submission by clicking the “Quick Print” feature across the top of the screen. This will allow you to look over the application before you submit it electronically to the college.

Personal Essay

When writing your Personal Essay, it is important to remember that your full name, date of birth and name of high school must be present on each page. The document can be attached electronically.





Early Decision/ Early Action/Restricted Early Action

If you are applying to one of the colleges using The Common App under an “early plan” (ED, EA, or REA) it is your responsibility to follow that college’s instructions including submitting any form required by that college. Some schools require the Common App Early Decision Agreement form. You can find this requirement on the Requirement Grid on the website.



Supplemental Forms

- Some Common App member institutions require Supplemental Application Forms. This can be found under the “Supplements” section if you are doing the Common App Online.
- If a supplement is required, you **MUST** complete these for your application package to be complete and ready for review.
- Some colleges require school specific forms while others use the Common App Supplemental forms. You can find these requirements on the “Requirements Grid” on the download forms tab on the Common App website.



School Reports

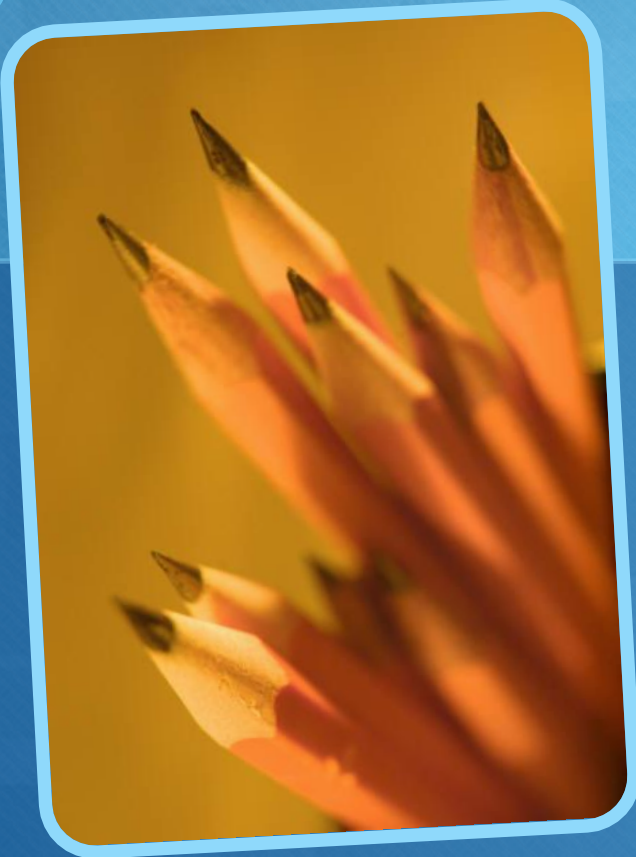
- Colleges using The Common Application require the Secondary School Report, the Midyear Report and/or a Final Report. Specific school requirements can be found on the Requirement Grid on the Common App website.



Teacher Evaluations

Each institution has requirements about how many teacher evaluations a student must submit. This information can be found on the [Requirement Grid](#) under TE.

- Students should complete the applicant portion of the [Teacher Evaluation](#) before giving it to the teacher.
- It is important to indicate whether you are going to “waive” or “not waive” your right to have access to your recommendation after you matriculate (under the terms of FEPR).
- Students should print out the form, submit it to their teacher and ask the teacher to give the completed evaluation and letter of recommendation to the counselor who will mail them to the college.



Standardized Tests

- If you take college entrance exams, make sure your test results are sent directly to your selected institutions through www.collegeboard.com or www.act.org.

It is also important to review the standardized tests required by the institutions you are applying to, which can be found on the [Requirement Grid](#).



Application Deadlines

- It's important to be aware of the application deadlines for each college. Deadlines for Early Decision, Early Action, Restricted Early Action can be found on the [Requirements Grid](#).
- If you are applying online, deadlines can be viewed for each institution on the “Future Plans” or “My Colleges” section.
- You can also find application deadlines on *Naviance* or the college website.



Application Fees

- Most Common App members require an application fee. Payment may be available online on the Common App website, or on the institution's website. You can also submit a fee waiver if this is applicable.
- Applicable fees can be found on the [Requirements Grid](#). Please note, fees may vary within the same institution.



GOOD LUCK!!

Please feel free to contact a School Counselor if you have any questions!!!!