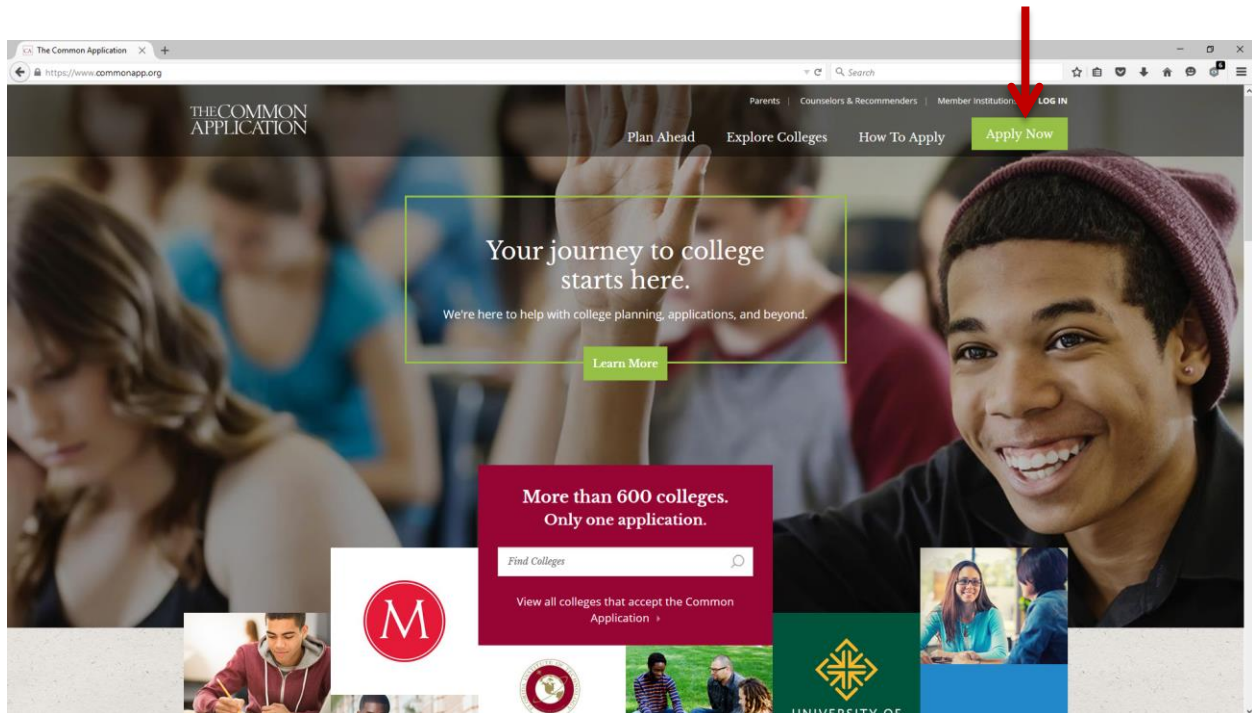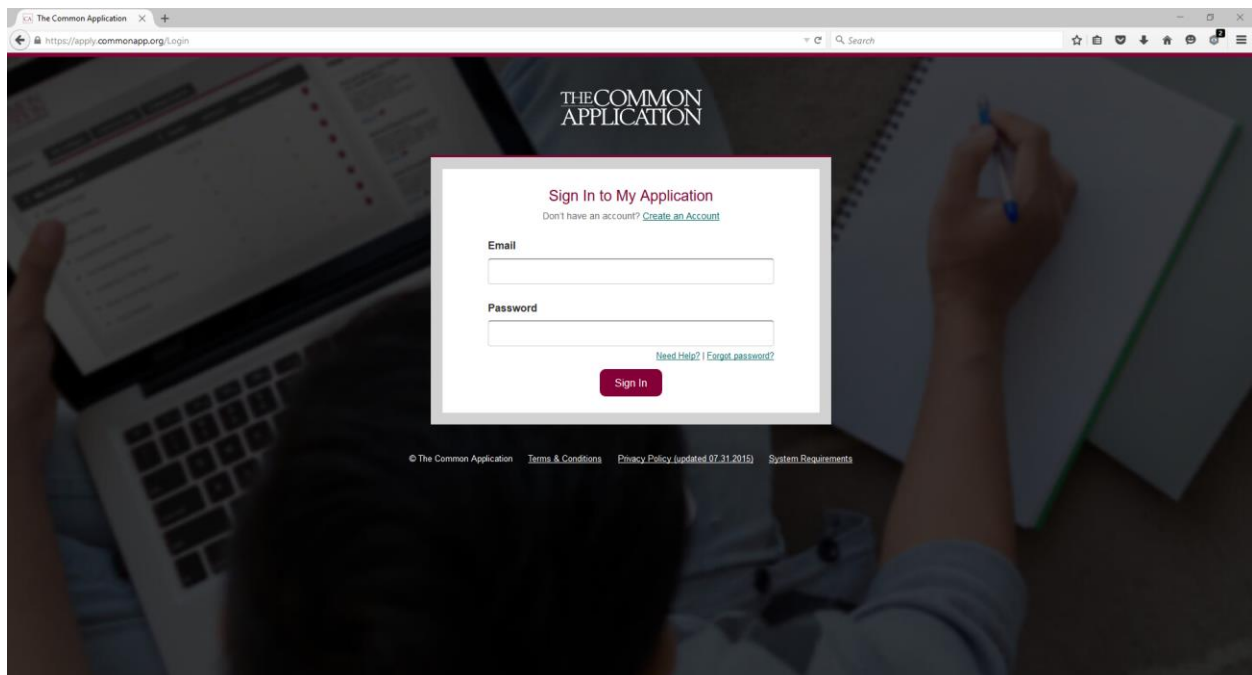# How to complete the COMMON APPLICATION and send a "recommender" link to a teacher.

1. Go to commonapp.org and choose Apply Now

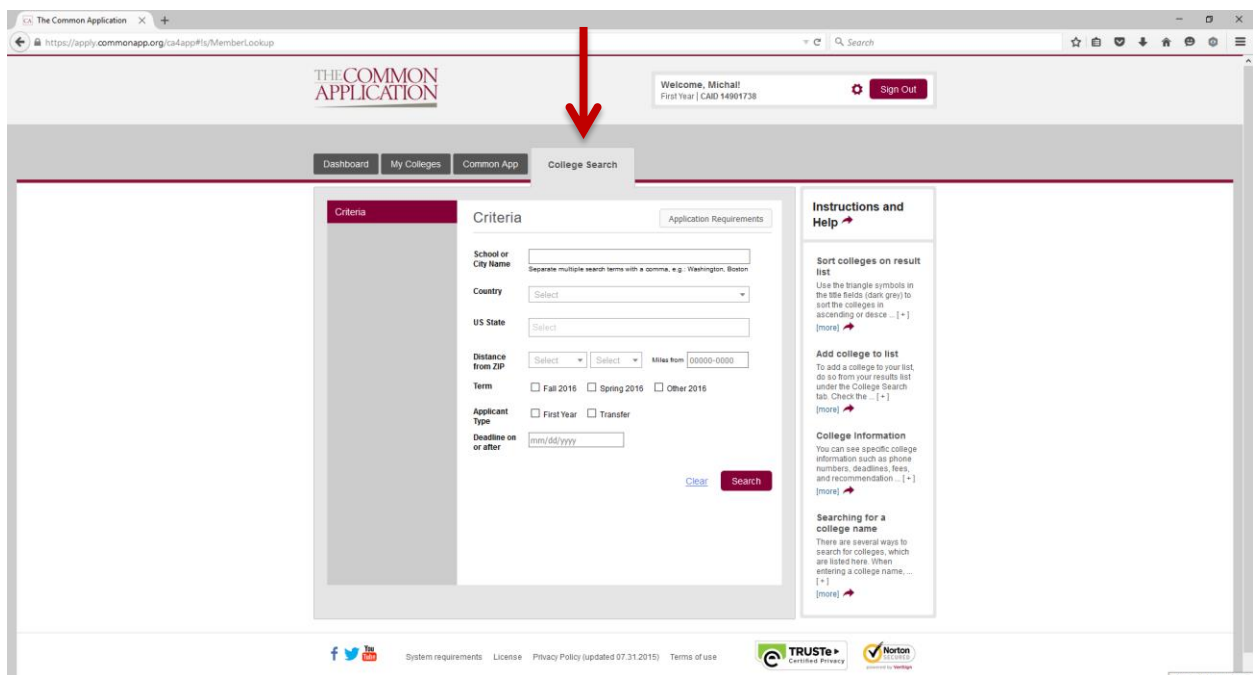2. Create an account by typing in your Email and Password

3. Next, complete all of your personal details

4. When completed the following screen should appear

5. Under "College Search" To add a college to your commonapp, go to the "College Search" tab and look up the colleges you are interested in applying to. You can search by name, state, or country. You can add up to 20 colleges.
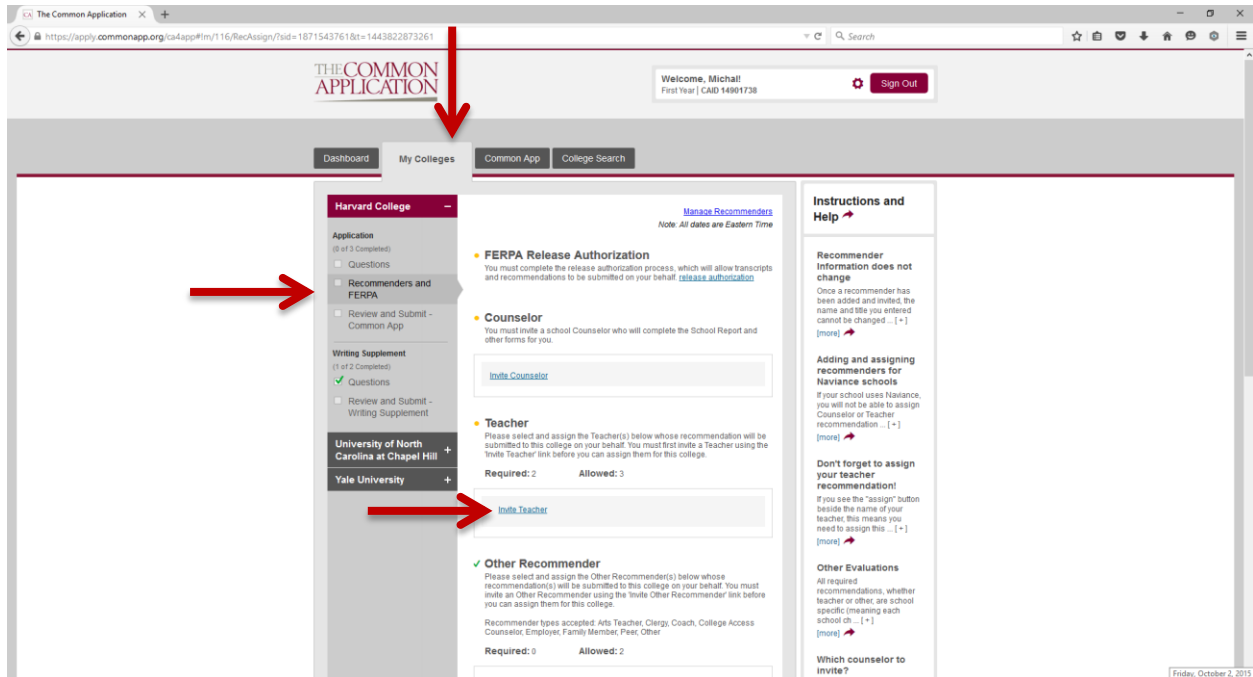

6. Check the box next to the college that you want to add and click "Add" to add it to your list of colleges.
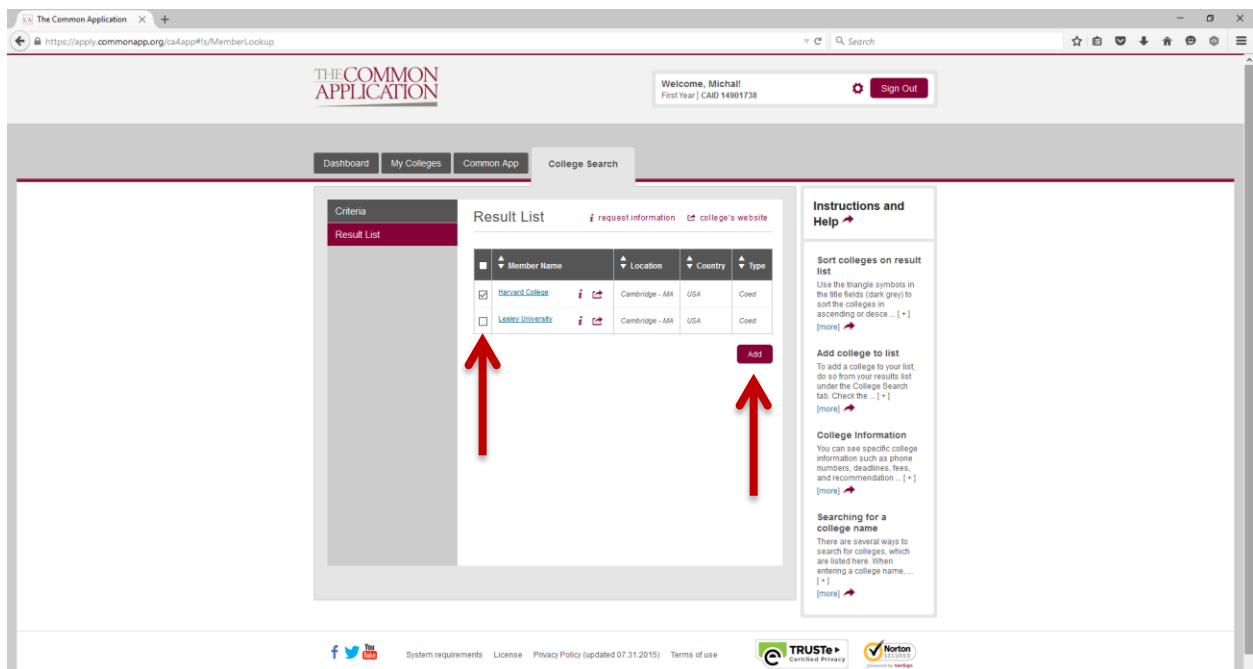
7. Go to the "My Colleges" tab and select the school that you want to work on. Then select "Recommenders and FERPA" on the left. To add a new recommender click on "Invite Teacher"

8. Select the teacher's subject from the menu. Fill in the teacher's first and last name, and his or her email address, which you can find through the email directory for the district, http://www.collierschools.net/Page/2538. Then click "Add Recommender".
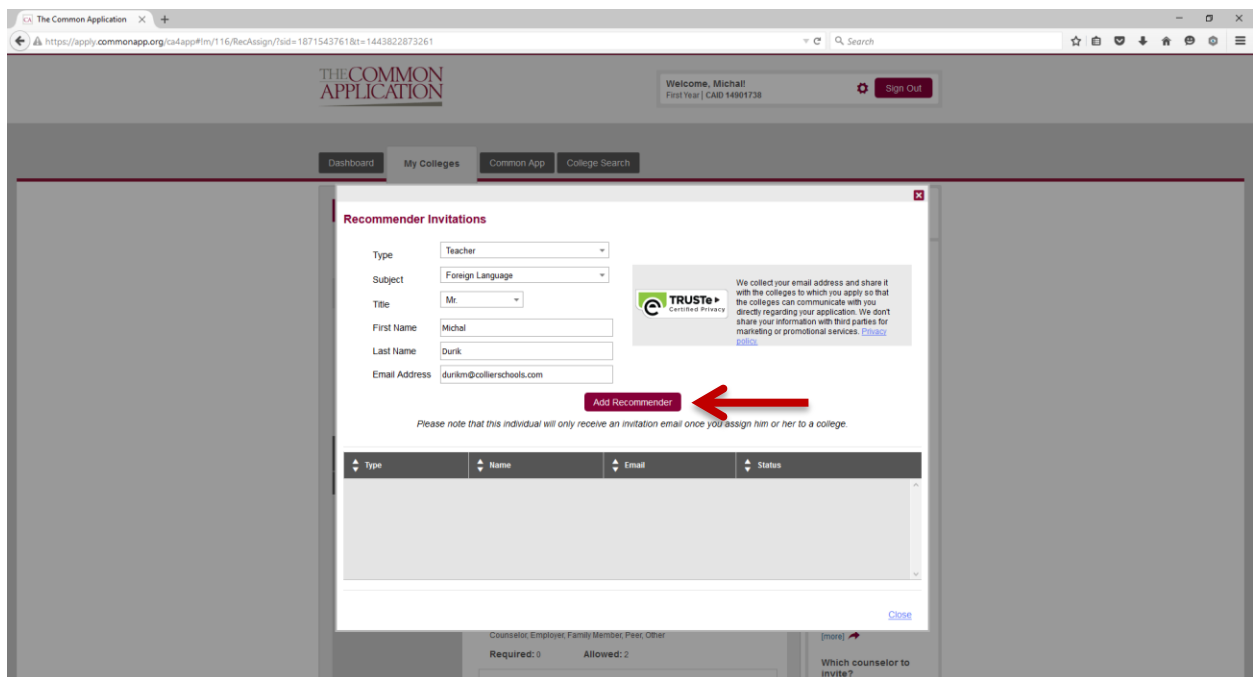
9. The recommenders name should now appear below (You can add up to three different teachers

10. After you have added the recommender, exit out of the window and select the recommender that you just filled out from the drop down menu, and click "Assign."

11. When a teacher is assigned, they will receive an email from the Common Application inviting them to complete their recommendation. Make sure they have a copy of your resume, so that they can write the actual letter of recommendation.
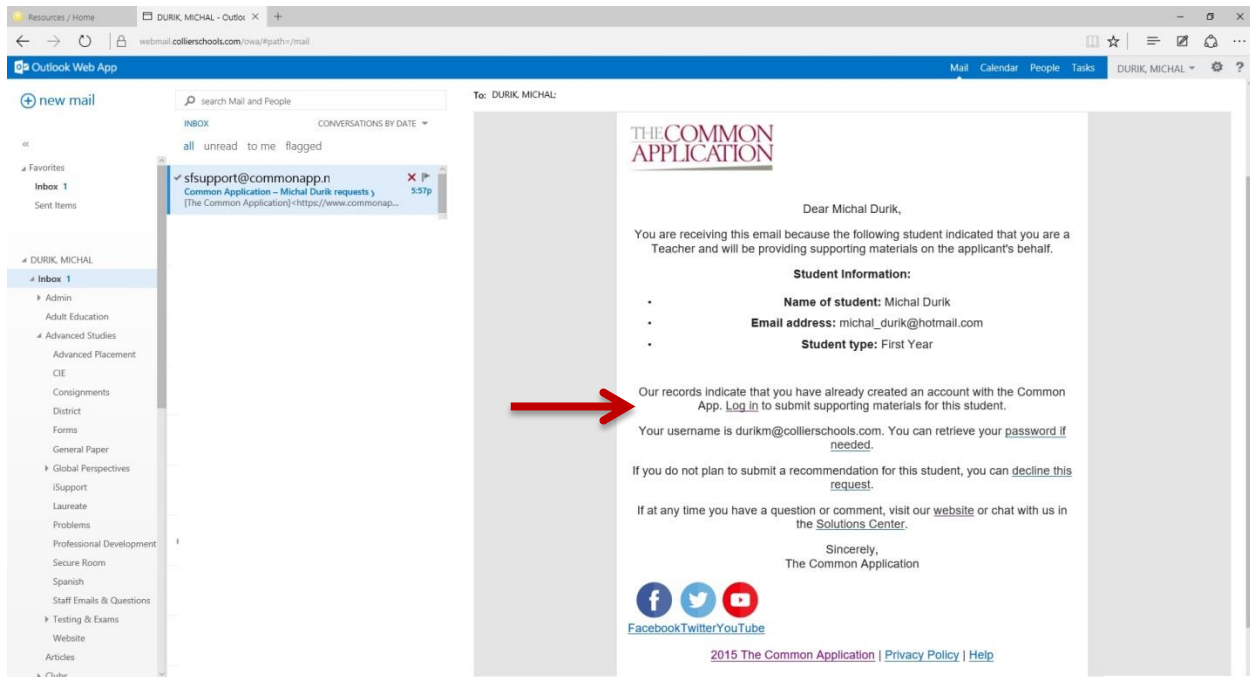
12. After a teacher is assigned, the Application will show, on this menu, if they have completed the recommendation.