

Common Application Tips

2020-2021

The Common Application is used by more than 800 colleges and universities. Students complete one application that can be submitted to 20 schools. Students set up a Common Application Account at www.commonapp.org

Miscellaneous FAQs:

- Some colleges offer more than 1 way to apply (no specific application is given preference).
- Always use **legal names** as it appears on official documents (birth certificate, social security card).
- Only questions with an asterisk (*) next to them are required.
- Green checkmark indicates you have completed the section. If section does not apply to you, it may just require a "0" for green checkmark.
- Test scores should be official and sent from **act.org** or **collegeboard.org**.
- Activities: Common App limits you to 10 activities. List them in order of importance to you.
- On the right side of every page is the CA Help Center with "Instructions" that detail specific directions. There are also video tutorials on the top of each section to assist you.
- No phone number for support; contact appsupport@commonapp.org

Education Section

- CEEB NCHS Code: 143200
- Date of Entry: 8/2017 (unless you transferred in)
- Graduation Date: 05/29/2021
- Counselor Title: School Counselor (include correct spelling for name and email)
- Class Size: 490
- Class Rank Reporting: None
- Counselor's Fax Number: 309.557.4949
- Counselor's Job Title: School Counselor
- GPA scale: 5.0
- GPA Weighting: Weighted
- Course Scheduling System: Semesters
- Use transcript/schedule as a guide for senior year courses

FERPA Release Authorization

- The FERPA agreement must be completed prior to requesting recommenders. Once requested, the response to this question cannot be changed. We highly recommend waiving your right to see your letters. Not only will some teachers/counselors choose not to write a recommendation if the right to access is not waived, but many colleges will disregard a letter of recommendation IF the right to access is NOT waived. Waving your right tells the college you aren't afraid of what your recommender (counselor/teachers) may write, and the recommender is being honest.

Important Additional Information

- **OPTIONAL RESPONSES:** relevant circumstances or qualifications not reflected elsewhere in the application (if your academics were impacted by life situations, learning challenges, etc.)
- **TRANSCRIPTS:** You do not need to request a transcript through *PARCHMENT* for any schools on the Common Application. Your counselor will upload the transcript with the Secondary School Report (SSR) once your counselor receives email from Common App.
- **SCHEDULE CHANGES:** If you change your senior year schedule **AFTER** you have completed the section “Current Year Courses,” you must update your courses or contact the University if the application has already been submitted.
- **CHANGES/CORRECTIONS TO THE COMMON APPLICATION:** You have the ability to make an unlimited number of changes to the Common Application to both the application and the essays should you find errors or wish to change the application for different colleges (such as whether or not you are reporting test scores). However, the intent is for you to make your life *easier* and submit ONE main essay to all colleges. Submitted applications cannot be altered; it’s like putting it in the mailbox and you cannot get it back, so closely edit/proof *before* submitting.
- **SIGNATURE:** Please remember that when you sign the Common Application, you attest that “all information submitted in the admission process is my own work, factually true and honestly presented.”

Essays

- In Writing Supplements, be specific to college when answering “Why _____ University/College?”
- For the general essay located in the Common App Section, the writing should be general and not college-specific.
- Many colleges will require mid-year reports (transcripts with 7th semester grades); counselors will submit these reports/transcripts in January on your behalf **when you notify your counselor.**

Final Transcripts: You will need to request your final transcript to be sent through **PARCHMENT** at the end of the school year.

COUNSELOR INFORMATION: Make sure your counselor’s name and email address are spelled correctly. If the email is listed incorrectly, he/she will not get your request. The same applies to the teachers you choose. Counselor information available on our website <https://www.unit5.org/domain/1105>

SENIORITIS

Senioritis is a condition that tends to hit high school seniors causing a decline in their grades and level of achievement. Some seniors believe “I’ve already gotten into the school of my choice, so now I can rest on my laurels--past achievements--and have fun!” Many colleges defer admission decisions until the completion of 7th semester, while others grant admission upon condition that the same level of achievement be maintained throughout the entire senior year, and the FINAL transcript must show that consistency. Victims of senioritis can suffer serious consequences; do not undo your admissions opportunity.