THE COMMON APPLICATION

A step by step guide to Completing the Common Application

The Common Application

What is the Common App?

The Common Application allows you to fill out an application once and send your application to several schools.

Not all schools accept the Common App.

Some schools are Common App exclusive and require you to apply only via the Common App.

Other schools are Common App optional or do not accept the Common App. Those schools will have their own applications online.

Creating a Common App Account

Begin your application here (for 2018-2019):

Common App

Be sure to confirm the college you are applying to accepts the Common App!

Creating a Common Application Account

Create account ONLY if you are applying via the Common App

Under the Applications Tab, find Create An Account and click "Go"

Don't forget to use the same email address you use for Naviance!

Step # 1
Complete the Profile & Family Sections

From the Common App Tab:

Complete the entire *Profile section, then the Family Section*

*Once each section is completed, a green check mark is displayed. All sections must be completed.

Step # 2
Complete Education Section

From the Common App Tab

Complete the Education section

Dashboard | My Colleges | **Common App** | College Search

Common Application

- Profile
- Family
- **Education**
- Testing
- Activities ✓
- Writing

▼ **School**

School lookup*

🔍 Find School

Search for Neshaminy High School

Date of entry*

September ✕ ▾   2018

Is this a boarding school?*

Completing the Education Section

Dashboard | My Colleges | **Common App** | College Search

Common Application

- Profile ✓
- Family ✓
- **Education**
- Testing
- Activities ✓
- Writing

▼ School

School lookup*

Sept 2018

Is this a boarding school?*

Graduation date
June 2018
Counselor's prefix*

Counselor's first name *

Counselor's middle initial

Counselor's last name *

Counselor's title *
School Counselor

Counselor Assignments by Student Last Name

You must add your Counselor's name and contact information

Christina Savage..........A – Bur
csavage@neshaminy.org

Patience Burton...........Bus – Don
pburton@neshaminy.org

Jill Ortman...................Doo – Grz
jortman@neshaminy.org

Casey Rodgers................Gua - Jox
crodgers@neshaminy.org

Erik Styer.........................Raa – Scnz
estyer@neshaminy.org

Susan Fennecken.........Joy - Mac
sfennecken@neshaminy.org

Traci Hindle.................Mad – Motz
thindle@neshaminy.org

Jennifer Coe..................Moua - Qzz
jcoe@neshaminy.org

Heidi Wilson..................Scoa – Tolz
hwilson@neshaminy.org

Heather Krajcer...............Toma – Z
hkrajcer@neshaminy.org

Step # 3
Correct Responses for *Grades* in Education Section

Class Rank:

Graduating class size:
Class of 2018 = 636

Cumulative GPA: use your weighted GPA from your final 11th grade report card

| Dashboard | My Colleges | Common App | College Search |

Common Application

Profile ✓
Family ✓
Education
Testing
Activities ✓
Writing

▶ School ✓
▶ Other School ✓
▶ Education Interruption ✓
▶ College & Universities ✓
▶ CBO ✓
▼ **Grades**

Class rank reporting
exact

Graduating class size
636

Cumulative GPA

GPA scale
4

GPA weighting
Weighted

Back   Continue

Help Center ↗

Reporting Class Rank and GPA
You should report your current Class Rank and GPA, even if they might change later in the school ye ... [+]
[more] ↗

Official college transcripts
Please send college transcripts directly to the schools to which you are applying. Contact the admi ...
[+]
[more] ↗

GPA Scale: 4.0

GPA Weighted

Step # 4
Adding a College

From the College Search tab

1. Enter school name and click enter

2. Check box if correct

3. Click Add

Step # 4
Signing FERPA WAIVER

IMPORTANT: You will assign recommenders in Naviance, <u>NOT Common App</u>, but you still need to complete this step!

<u>Once College is added:</u>
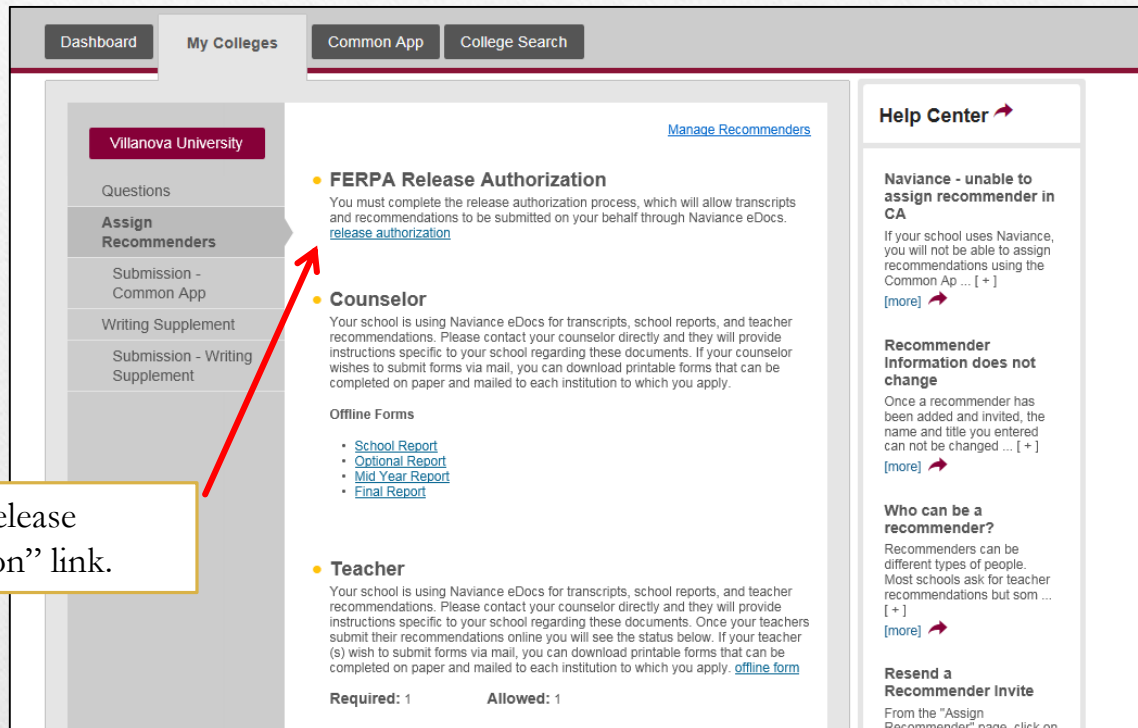
1. Click "My Colleges" tab

2. Click Assign Recommenders

Dashboard 1   **My Colleges**   Common App   College Search

Villanova University

Questions

2. Assign Recommenders

Contact Info

Phone: (610) 519-4000
Fax: 610-519-6450

Email: gotovu@villanova.edu
View College Website

FERPA Waiver Question will appear

We <u>cannot</u> send your transcripts electronically without your signed FERPA WAIVER!!

Step # 5
Sign FERPA Waiver

Click on "release authorization" link.

Sign FERPA Waiver

Release Authorization

1 Instructions › 2 Form

The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether. In a moment, you'll be asked if you wish to waive this right.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

☑ I have fully read and understood the FERPA Release Authorization explanation above.

Cancel   **Continue**

Release Authorization

1 ✓ Instructions › 2 Form

☑ I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:
◉ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
○ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☑ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I invite my first recommender.**

Signature [   ]
Date [   ] 📅

Back   **Save**

1. FERPA will first instruct you to read the instructions

2. FERPA will ask you to sign

Sign the FERPA - Completed

Completed FERPA is indicated by green check mark

We submit these electronically through Naviance, you do not need to print them

Teacher recommendations are also requested and submitted in Naviance. Do not print any offline forms UNLESS your letter is from a teacher outside of our district and you are hand delivering the form to them!

FAQ's

Do I have to follow the steps in order?

No, you can move from section to section as needed. But all sections must be complete before you can submit your application.

How will each school get my application?

You will submit your application and pay applicable fees to each added college via the Common App website.

Am I done after I submit my applications?

No, you match your account and request letters of recommendation through Naviance. You must also fill out a Transcript Release Form for each school you apply.

Counselor Assignments

(by Student Last Name)

Christina Savage..........A – Bur
csavage@neshaminy.org

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