

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!

The screenshot shows the Common Application website interface. At the top, the logo 'THE COMMON APPLICATION' is on the left, and navigation links 'About Us', 'Member Colleges', and 'Media Inquiries' are on the right. Below the logo is a 'MISSION' section with a paragraph: 'We are a not-for-profit membership organization committed to providing reliable services that promote equity, access, and integrity in the college application process.' To the right of the mission is a navigation menu with three tabs: 'Applicants' (highlighted with a red circle), 'Members', and 'Recommenders'. Below the mission is a 'SEARCH FOR COLLEGES' section with a search bar containing the text 'Type college name here' and a 'Search' button. To the right of the search bar is a login form with fields for 'User name' and 'Password', a 'HELP CENTER' button with a 'Go' button, and a 'CREATE AN ACCOUNT' button with a 'Go' button (both highlighted with red circles). Below the login form is a 'Forgotten Password?' link and a 'Sign In' button. At the bottom of the page, there are three sections: 'FACEBOOK', 'TWITTER', and 'FEATURED'. The 'FACEBOOK' section has a post from 'CA4' dated 'Today's the last day for many of you to decide where you'll be headed... 4 hours ago'. The 'TWITTER' section has a post from '@commonapp' dated 'Understanding a decision and celebrating it are two different... 2h'.

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.

Dashboard My Colleges Common App College Search

Common Application

Profile ✓
Family ✓
Education
Testing
Activities ✓
Writing

▼ Personal Information

First/given name *

Middle name

Last/family/surname *

Suffix

Have you ever used any other names? *

Sex *

Date of birth *

[Edit](#) [Back](#) [Continue](#)

► Address ✓
► Contact Details ✓
► Demographics ✓
► Geography ✓
► Language ✓
► Citizenship ✓
► Common App Fee Waiver ✓

Help Center →

Question related to sex
Federal guidelines mandate that we collect data on the legal sex of all applicants. Please report t ... [+]
[\[more\]](#) →

No Social Security Number
If you do not have a Social Security Number (SSN), you do not need to enter anything in the Social ... [+]
[\[more\]](#) →

Different name on birth certificate than on transcripts/tests
Please enter your given/birth name (what is o ... [+]
[\[more\]](#) →

Step # 2

Complete Education Section

Dashboard My Colleges **Common App** College Search

Common Application

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

School

School lookup* Search for Neshaminy High School

[Find School](#)

Date of entry*

September x 2018

Is this a boarding school?*

From the
Common
App Tab

Complete the
Education
section

Completing the Education Section

Dashboard My Colleges Common App College Search

Common Application

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

You must add your Counselor's name and contact information →

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**

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

croddgers@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

The screenshot shows the 'Grades' section of a Common App profile. The left sidebar has a menu with 'Education' selected. The main content area has the following fields:

- Class rank reporting:** A dropdown menu set to 'exact'.
- Graduating class size:** A text input field containing '636'.
- Cumulative GPA:** An empty text input field.
- GPA scale:** A dropdown menu set to '4'.
- GPA weighting:** A dropdown menu set to 'Weighted'.

At the bottom of the form are 'Back' and 'Continue' buttons. On the right side of the page, there is a 'Help Center' section with two articles: 'Reporting Class Rank and GPA' and 'Official college transcripts'.

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

Dashboard My Colleges Common App **College Search**

Criteria

1. School or City Name
Separate multiple search terms with a comma, e.g.: Washington, Boston

Dashboard My Colleges Common App **College Search**

Criteria

Result list [i](#) request information [college's website](#)

<input type="checkbox"/>	Member Name	Location	Country	Type
<input checked="" type="checkbox"/>	Villanova University i college's website	Villanova - PA	USA	Coed

2. **3.** [Add](#)

Step # 4

Signing FERPA WAIVER

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

Once College is added:

1. Click "My Colleges" tab

2. Click Assign Recommenders

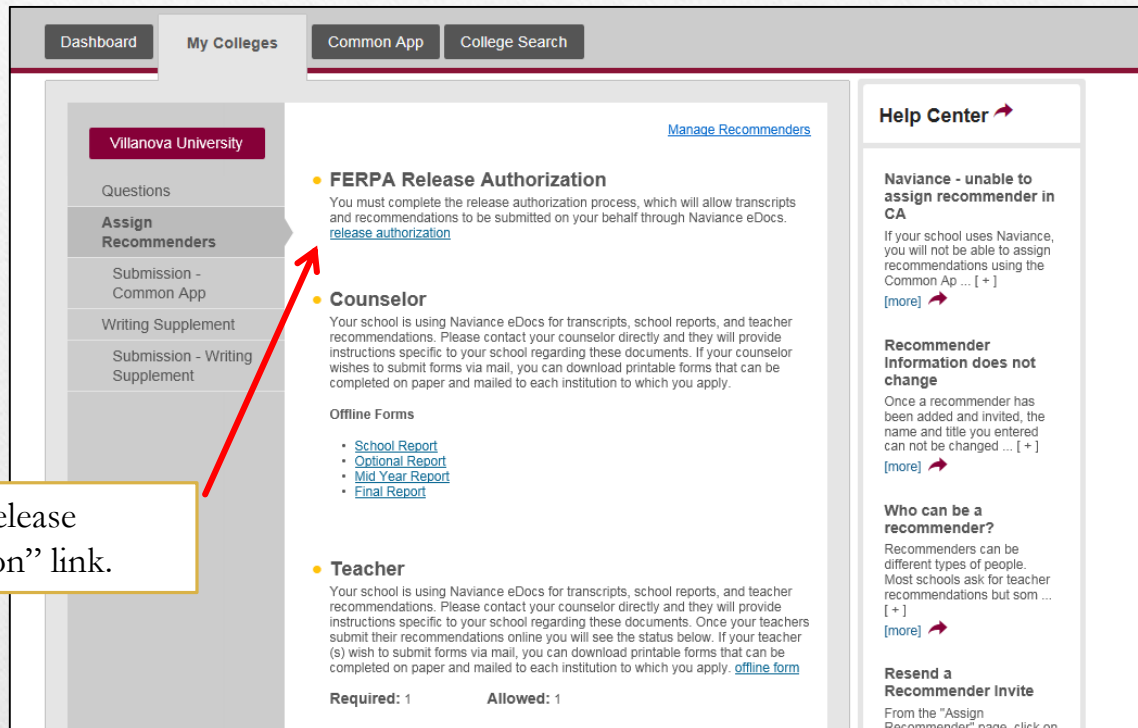
The screenshot shows the Naviance interface with the 'My Colleges' tab selected. The 'Villanova University' card is highlighted, and the 'Assign Recommenders' option is selected. The 'Contact Info' section for Villanova University is visible, including phone, fax, and email addresses.

FERPA Waiver Question will appear

We cannot send your transcripts electronically without your signed FERPA WAIVER!!

Step # 5

Sign FERPA Waiver



The screenshot shows the Naviance interface with the following elements:

- Navigation:** Dashboard, My Colleges, Common App, College Search.
- Left Sidebar:** Villanova University, Questions, Assign Recommenders, Submission - Common App, Writing Supplement, Submission - Writing Supplement.
- Main Content:**
 - Manage Recommenders** (link)
 - FERPA Release Authorization**
 - Text: "You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs." followed by a [release authorization](#) link.
 - Counselor**
 - Text: "Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply."
 - Offline Forms**
 - [School Report](#)
 - [Optional Report](#)
 - [Mid Year Report](#)
 - [Final Report](#)
 - Teacher**
 - Text: "Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply." followed by an [offline form](#) link.
- Summary:** Required: 1 Allowed: 1

- Right Sidebar (Help Center):**
- Naviance - unable to assign recommender in CA**
 - Text: "If your school uses Naviance, you will not be able to assign recommendations using the Common Ap ... [+]" followed by a [\[more\]](#) link.
- Recommender Information does not change**
 - Text: "Once a recommender has been added and invited, the name and title you entered can not be changed ... [+]" followed by a [\[more\]](#) link.
- Who can be a recommender?**
 - Text: "Recommenders can be different types of people. Most schools ask for teacher recommendations but som ... [+]" followed by a [\[more\]](#) link.
- Resend a Recommender Invite**
 - Text: "From the 'Assign Recommender' page, click on

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](#)

1. FERPA will first instruct you to read the instructions

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](#)

2. FERPA will ask you to sign

Sign the FERPA - Completed

Completed FERPA is indicated by green check mark

Dashboard My Colleges Common App College Search

Villanova University

Questions

Assign Recommenders

Submission - Common App

Writing Supplement

Submission - Writing Supplement

Manage Recommenders

✓ **FERPA Release Authorization**

I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

• **Counselor**

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

Offline Forms

- [School Report](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

• **Teacher**

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply. [offline form](#)

Required: 1 Allowed: 1

Help Center

Naviance - unable to assign recommender in CA

If your school uses Naviance, you will not be able to assign recommendations using the Common Ap ... [+]

[more]

Recommender information does not change

Once a recommender has been added and invited, the name and title you entered can not be changed ... [+]

[more]

Who can be a recommender?

Recommenders can be different types of people. Most schools ask for teacher recommendations but som ... [+]

[more]

Resend a Recommender Invite

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*](mailto:csavage@neshaminy.org)

Patience Burton.....Bus – Don

[*pburton@neshaminy.org*](mailto:pburton@neshaminy.org)

Jill Ortman.....Doo – Grz

[*jortman@neshaminy.org*](mailto:jortman@neshaminy.org)

Casey Rodgers.....Gua - Jox

[*croders@neshaminy.org*](mailto:croders@neshaminy.org)

Erik Styer.....Raa – Scnz

[*estyer@neshaminy.org*](mailto:estyer@neshaminy.org)

Susan Fennecken.....Joy - Mac

[*sfennecken@neshaminy.org*](mailto:sfennecken@neshaminy.org)

Traci Hindle.....Mad – Motz

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Jennifer Coe.....Moua - Qzz

[*jcoe@neshaminy.org*](mailto:jcoe@neshaminy.org)

Heidi Wilson.....Scoa – Tolz

[*hwilson@neshaminy.org*](mailto:hwilson@neshaminy.org)

Heather Krajcer.....Toma – Z

[*hkrajcer@neshaminy.org*](mailto:hkrajcer@neshaminy.org)