

# Applying Through The Common App

## 1

### Gather Materials

1. Activities (work, hobbies, clubs, sports, community engagement, family responsibilities)
2. Test scores (SATs, ACTs, etc.)
3. Parent/legal guardian information ( occupation, employment status, and education level. If applicable, we will also ask which college(s) they attended and how many degrees they have earned.)
4. Academic Honors Achievements



## 2

### Create an Account

1. Choose Registration Type (if first time applying hit "First Year Student")
2. Provide Login Credentials (use an email you check often, make sure that the email is professional! ex: johnny.appleseed@gmail.com NOT ilovepizza@gmail.com)
3. Complete Registration Information (name as it appears on legal documents, address, date of birth, etc.),
4. Accept Common App Privacy Policy
5. Hit "Create Account"

## 3

### Add Colleges

The College Search tab is where you will search for and add the colleges you want to apply to. If you have a school in mind you can search by name. If you want to keep exploring, you can use the more filters button.

Some filters include:

1. State or country
2. Distance from a zip code
3. Enrollment term
4. Application deadline
5. Application fees
6. Writing requirements
7. Standardized testing policy
8. Recommendation requirement



Adding a college is easy! You may add a college using the add button in the search results list. You can also select a college and add them using the "Add to My Colleges" button from their info screen.

Once you've added colleges, you can see them on your Dashboard and in your My Colleges tab. Keep in mind you may only add up to 20 colleges. You may adjust your list of colleges at any time.

\*Common App colleges want to ensure that application fees do not pose a barrier for any student who wishes to apply for admission. If you feel that your financial circumstances might qualify you for an application fee waiver, you may request one in the Common App fee waiver section which you will find in the profile section. A dropdown menu with reasons to choose from will be offered.

# 4

## Letters of Recommendation: Assigning & Inviting Recommenders



1. From the My Colleges tab select a college and open their "Recommenders and FERPA" section.
2. If you have not done so already, you will need to complete the FERPA Release Authorization.
3. Invite recommenders using the invite button from each section. You may also use the "Invite Recommenders" button at the top.
4. Select the type of invitation you would like to send. For each invitation you will need information like their name and email address.
5. After you add a recommender, you can view their info using the Manage Recommenders button.
6. Note that teachers, parents, and other recommenders will not receive an email invitation until you assign them to a college. To assign these recommenders, go to their section within this screen. Select their name from the dropdown and use the assign button.
7. Your Counselors will send: Official Transcript, Your Profile, Classical's Profile, and the Counselor Recommendation.

\*\*In general, each college has their own recommendation requirements. For example, one college may need two teacher recommendations. Some colleges may not want any teacher recommendations. Colleges can also determine what kinds of other recommenders they want. Some may allow for any recommender type, whereas others only allow an employer recommendation.

# 5

## College Requirements & Submission of Applications

1. Keep track of each college's unique application requirements
  - a. Deadlines
  - b. Application Fees
  - c. Personal Essays
  - d. Courses & Grades
  - e. Test Policy
  - f. Portfolio
  - g. Writing Supplements
  - h. Recommendations
2. Submission is a three-step process:
  - a. Review your application
  - b. Pay the application fee
  - c. Submit Application

