Common Application Information 2014-2015

STEP 1) Create a login at www.commonapp.org Write down your login information so you won't forget it!

STEP 2) Add all your Common App colleges:
> ➢ Select the "College Search" tab
> ➢ Search for each college by name
> ➢ Select "Add" and repeat for each school
> ➢ Not all colleges are on the Common App

STEP 3) Fill out "Term or Admission Plan"
> ➢ Select the "Dashboard" tab
> ➢ Click the triangle next to your first college
> ➢ Click on the blue writing that says "Term or Admission Plan Incomplete"
> ➢ Answer the questions and repeat for each college

STEP 4) Take a look at the application deadlines for each college on your Dashboard. Which ones are due first?

STEP 5) Review the Supplemental Questions for each college
> ➢ Select the "My Colleges" tab
> ➢ Select the college
> ➢ Click on each subsection to see what questions they ask
> ➢ Repeat for each school

STEP 6) Fill out the application under the "Common App" tab. You will need the following information accessible:
> ➢ Parents' full name, place of birth, occupation and education level
> ➢ Siblings' full name, age, education level
> ➢ Name, phone number and e-mail address for your high school counselor
> ➢ Your class rank information (you can get this from your high school counselor)
> ➢ Current course list (make sure you list ALL the classes you are taking ALL year)
> ➢ Unofficial transcript
> ➢ SAT/ACT/AP test dates and scores
> ➢ List of all extracurricular activities with hours per week and weeks per year
> ➢ Essay!

STEP 7) Fill out each school's supplemental questions.
> ➢ Start with the college with the closest deadline!
> ➢ Don't forget to add your Recommenders' e-mail addresses and make sure they are correct.

STEP 8) Review your entire application for errors. Have someone else look over it for mistakes

STEP 9) Submit your application by each school's deadline!

Important Note: Waive your right
The application will have the option to waive your right to access recommendations after matriculation (FERPA). This student has authorized the release of all records and information requested by the colleges to which the student is applying.

Additional Tips:
> ➢ Take your time filling out the application
> ➢ Read ALL the directions and questions fully and make sure you understand them before answering
> ➢ Get someone to review your work
> ➢ Be mindful of deadlines- you don't want to be scrambling the night before the application is due

- ➢ Communicate with other people involved, like your counselor and recommenders. Make sure they know to look for an e-mail link to your application at least 4 weeks before the application is due
- ➢ Ask questions if you aren't sure
- ➢ BE HONEST!

Reminders:
- ➢ Plan ahead: Provide counselor/teachers at least 4 weeks prior to deadline to complete online reports and references.
- ➢ If you are experiencing issues with the Common App, check the help center to see if they have any updates about the issue. If not contact them directly. ICS counselors do not have the all answers for why the Common App is not working and we do not have control over getting them fixed.
- ➢ NEVER assume. Check with the teachers and your counselor to make sure they have received your requests via a Common App email.
- ➢ If all else fails, remember you can always apply to a college on their website, even if they are on the Common App.