THE COMMON APP

THE COMMON APP:
1. MAKING AN ACCOUNT
https://www.commonapp.org/

THE COMMON APPLICATION

First Year Students | Transfer Students

Sign In

First year student? Great! Enter your email and password below to sign in, or **create an account** to get started.

Email *

Password *

* Indicates Required Field

Sign In

Need Help? | Forgot password?

Click "create an account" to get started.

Select "First Year Student", then create an account with your CSS email.

Account Creation

① Registration Type >

Welcome to the Common Application! Please tell us
encourage you to explore each option before you co
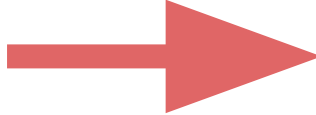
I am a(n): *

○ **First Year Student**

○ Transfer Student

○ Education Professional

○ Parent or Other Adult

Clear

Account Creation

① ✓ Registration Type > ② Lo

Email Address *

Re-type Email Address *

Password *

Re-type Password *

Fill out your name, address, date of birth, and planned college start year (2020).

1 ✓ Registration Type	2 ✓ Login Credentials	3 Registration Information

Enter name exactly as it appears on official documents. Do not use nicknames.

First/given name *

Molly

Last/family/surname *

Porcher

Address *

Enter address

Phone *

+1 ▼   000-000-0000

Date of birth *

Month ▼   Day ▼   Year ▼

Please tell us a bit more about your plans. When do you plan to start college? *

○ 2018 or 2019   ○ 2020   ○ 2021 or beyond   Clear

Please review and consider the following before continuing

☑ The colleges that I am considering for application communicate with me by mail, email, phone or te to submission of my application (you can change within your account settings).

☑ The Common Application may communicate with phone or text message about my account and oth relevant to the admission application process (yo response later within your account settings).

☑ By checking this box, I represent that (i) I am age (ii) I have read, understood and agreed to the ter of the Terms of Use and Privacy Policy (unless I a 13 but under the age of 18, in which case, my pa guardian has also read, understood and agreed t conditions of the Privacy Policy and Terms of Use

Are you currently based in a European Union country, Icela Norway, or Switzerland? Learn more. *

○ Yes   ○ No   Clear

Fill out your name, address, date of birth, and planned college start year (2020).

That's it! You now have a Common App account! 🎉

Dashboard | My Colleges | Common App | College Search | Financial Aid Resources

Hello!

Welcome to the Common App! This is the Common App Dashboard, the place to monitor your applications, including deadlines, requirements, and progress. The menu across the top will take you to different parts of the system to complete each section of your application.

Let's get started:

- Answer application questions on the Common App tab
- Add colleges on the College Search tab
- Get help using the Help Center on the right side bar

Once you have added colleges, you will see them displayed here on the Dashboard and be able to review requirements specific to each of them on the My Colleges tab.

Now that you've created your Common App account, share the good news with your friends and family!

Share: 🐦 f ✉

Instructions and Help ↗

Application Term Dictionary
Not familiar with the app lingo? Our [+]
[more] ↗

How can I view a college's Writing Supplement, if they have one?
There are two ways you can access a college's Writing Supplement.
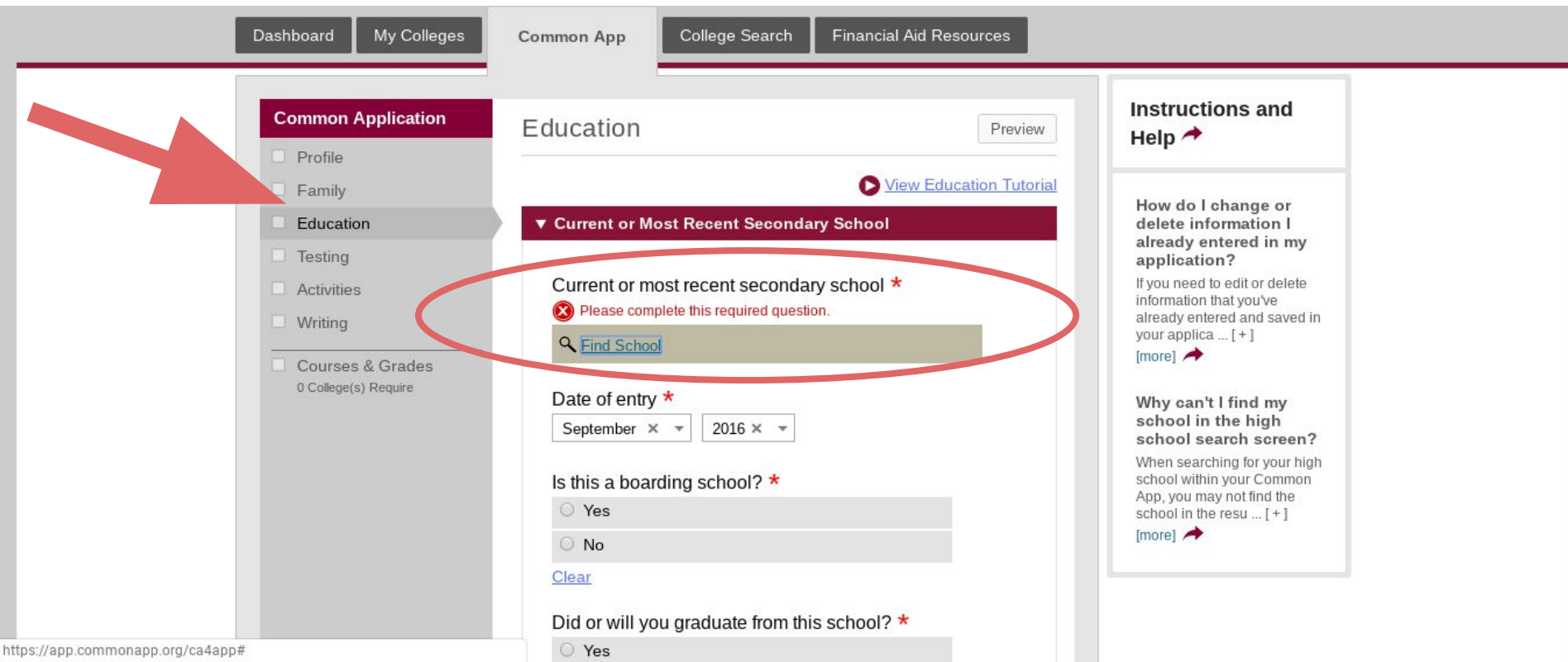
1. From the Dashboard, ...
[+]
[more] ↗

I already submitted, can I change some of my answers?
You can return at any time

THE COMMON APP:

2. MATCHING TO NAVIANCE & WAIVING FERPA

Click on the "Common App" tab, then select "Education" on the left hand side. After this, click "Find School".

Find CSS using name look up (Columbia Secondary School) or CEEB Code: 333907

Narrow your choices

> School Name

🔍 Columbia Second

> CEEB Code

🔍 Filter by CEEB code

> Sort by
- ● Near my permanent address
- ○ School name

> Country

Select ▼

> City

🔍 Filter by school city

Choose your School

Name	Location
○ Columbia Secondary School for Math, Science and Engineering	New York,NY, United States of America
○ Home schooled	
○ I don't see my high school on this list	

Testing
Activities
Writing

Courses
0 College(s)

...ed in my

...dit or delete
...you've
...d and saved in
...[+]

...ind my
...e high
...ch screen?

...g for your high
...ur Common
...ot find the
...su ... [+]

Continue

School Information on Common App

1. Include your date of entry to CSS as a high school student. For a majority of you this will be September 2016, unless you transferred in after the start of freshman year.
2. Barring any individual circumstances:
  - Check "Yes" for "Did you or will you graduate from this school?"
  - Check "No change in progression" for the following question.
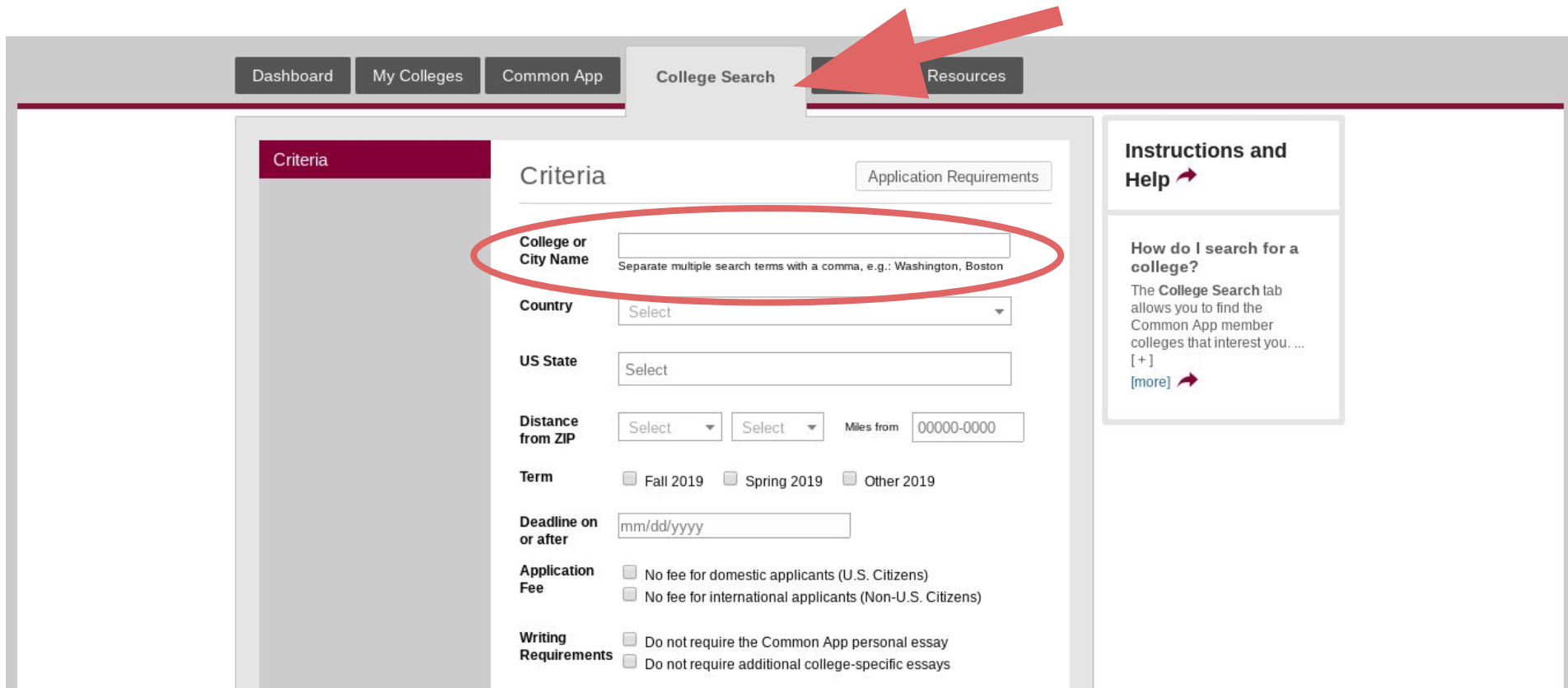
Counselor Information

Andi Velasquez

Title: College Counselor

Email: andivelasquez

@columbiasecondary.org

Phone: 212 666-1278, ext.

4132

Click on the "College Search" Tab, and type in the name of any school you are con applying to.

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

Criteria

Criteria

Application Requirements

College or City Name

Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

Select

US State

Select

Distance from ZIP

Select | Select | Miles from | 00000-0000

Term

☐ Fall 2019   ☐ Spring 2019   ☐ Other 2019

Deadline on or after

mm/dd/yyyy

Application Fee

☐ No fee for domestic applicants (U.S. Citizens)
☐ No fee for international applicants (Non-U.S. Citizens)

Writing Requirements

☐ Do not require the Common App personal essay
☐ Do not require additional college-specific essays

Instructions and Help ➔

How do I search for a college?

The **College Search** tab allows you to find the Common App member colleges that interest you. ...
[+]

[more] ➔

Then click "add" to include that college on your list.

After you've added a college, click on "My Colleges".

THE COMMON APPLICATION

Welcome, Molly!
First Year | **CAID 21723150**
mollyporcher@columbiasecondary.org

Sign Out

Dashboard | My Colleges | Common App | College Search | Financial Aid Resources

Criteria

Result List

The following college(s) were added to your My Colleges list:

✔ Bowdoin College

Search Again | My Colleges

Click on the college name on the left hand side, then select "Recommendations and FERPA", then "Release Authorization".

Dashboard | **My Colleges** | Common App | College Search | Financial Aid Resources

Bowdoin College —

Application
(0 of 3 Completed)

☐ Questions

☐ Recommenders and FERPA

☐ Review and Submit - Common App

For All Colleges

● **FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs.

Release Authorization

Invite Recommenders
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our video about recommenders.

Invite and Manage Recommenders

Recommenders for Bowdoin College

Note: All dates are Eastern Time

● **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

Instructions and Help ↗

What happens if I don't waive my FERPA rights?
Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you ... [+]
[more] ↗

Who can I list if I do not have a counselor?
If there is no Counselor at your school, you may list your principal or other school official, inte ... [+]
[more] ↗

I'm out of high school. Who do I list if I no longer have a counselor?
Please contact your high

Read the bullets, then check the box that says "I have fully read and understand the FERPA Release Authorization explanation"

Release Authorization

①	Instructions	>	②	Form

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

1. **How does FERPA relate to your college application?**

   FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF:
   - You are enrolled in college and that college saves the recommendations for enrolled students, OR
   - You are 18 or older.

2. **In a moment you'll be asked if you want to waive this right. Why would you want to do that?**
   - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
   - Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

Still unsure how to respond?

That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the Help Center.

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

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

counselor?

Please contact your high

You'll see this screen.

☑ 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 sign and click Save below.** *

Signature * [   ]   **Date** * [09/11/2018   ] 📅

Back   Cancel   Save

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

counselor?
Please contact your high

Select: I waive my right to review all recommendations and supporting documents submitted by me or on my behalf**.**

Then check the box for: 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 sign and click. **Then click save.**

That's it, FERPA is now waived for ALL of your schools. 🎉

Now, to match your Naviance and Common app accounts, you will need to log in to your Naviance account.

CSS Postal Code: 10027

Login with your CSS email and Password

Steps to Match Common App & Naviance:

1. Log into Naviance
2. Click "Colleges I'm Applying To"
3. At the top of the screen, it will say if your Common App matched status "incomplete". Click the link provided.
4. Enter your name, email address, and date of birth - these MUST be the same as your Common App.

When your accounts are matched, your colleges I'm applying to tab will look like this! 🎉

Naviance | Student

Home   Courses   Colleges   Careers   About Me   My Planner

Colleges I'm applying to

🔍 Search for colleges

✓ **Your Common App account has been matched.**
Your FERPA status is not waived. You're ready to apply to colleges using Common App.

📇 Manage Transcripts   📋 Application Milestones   📊 Compare Me   ➕

✱ = extended profile available   ➕ REQUEST TRANSCRIPTS   🗑 REMOVE

College that I'm attending:

N/A   Update

Letters of recommendation

THE COMMON APP:

3. COMPLETING THE COMMON APP

Do's and Don'ts

DON'T: Complete the **Courses and Grades** section at the bottom of the Common App. It is OPTIONAL unless you are applying to some very specific schools. DO NOT COMPLETE, unless you are applying to one of those schools.

DON'T: Request your teacher or counselor recommendations on the Common App. We do this ONLY through Naviance.

DO: Include your college counselor (andivelasquez@columbiasecondary.org or mollyporcher@columbiasecondary.org) as an ADVISER to facilitate our reviewing your responses.

Personal Section

★ Under languages, please only include those you are proficient in (spoken at home / fluent)

★ Under Fee Waiver, if you qualify for free and reduced lunch select "Yes"

Family

★ If you are not in touch with one or more parent, you can select "I have limited information about this parent". This allows you to not enter in detailed information for that parent.

★ You will probably need to talk to your parents to complete this part of the application. If your parents or siblings attended college, it will ask for the names of the schools, type of degree, and year(s) of graduation.

Education

★ Under "Colleges & Universities" Include CU and College Now Courses

★ Under Grades: Graduating class size is 95, class rank reporting is "none", and GPA scale is 100, and GPA is "unweighted".

★ Courses: Enter only your senior year courses

★ Honors: Include any awards or honors (academic nominations etc.)

★ Career Interest: Select if you know, but it is okay to say undecided. For highest degree earned, unless you want to be a doctor (MD), lawyer (JD), or are specifically interested in getting a pHD, you can choose "undecided".

Activities

★ List up to 10, but do not feel like you NEED to include 10. Colleges appreciate depth more than breadth.

★ Give preference to activities you have done consistently throughout high school.

★ Include any jobs you've had (including babysitting or caring for family members).

★ If you are part of a club but you do not have a leadership position, you can give yourself the title "member". If you have a leadership position, include it!

★ If you are *at all* considering pursuing the activity in college, check "I intend to participate in college".

★ It's okay to "guestimate" the hours you participate. Helpful guidelines: there are 52 weeks in the whole year and about 40 weeks in the school year.

★ Carefully check your spelling and grammar in your description of the activity.

Before you submit, read very carefully for grammar and spelling AND have your counselor take a look - you'd be amazed how easy it is to miss a mistake! 🎉 🎉 🎉