THE COMMON APPLICATION: Application Guide
https://www.commonapp.org/

Profile: Information about yourself
- Contacts
Phone number, mailing address
- Demographics
Religion, military service, race/ethnicity (all optional)
- Geography
Birthplace, countries lived in, language proficiency, citizenship

Family: Information about your family
- Household
Parent marital status, parent(s) with whom you reside
- Parent and/or Guardian
Name, birthplace, occupation, education, stepparent information
- Siblings
Age, grade, education

Education: High School Information
- School
Current school, dates attended, counselor name (Dean), phone, and email
- History
Previous schools, dates attended, education progression changes (time off, early graduation, gap year, etc.), college courses, college assistance programs
- Academic Information
GPA, class rank, current year courses, honors and awards

Testing: Official Standardized Test Scores
- College Entrance
ACT and SAT
- English For Non-Native Speakers
TOEFL, IELTS, PTE Academic
- Academic Subjects
AP, IB, SAT Subject Tests, A-Levels
- Other
Optional reporting for other relevant 9-12 testing

Activities: Principal Activities/Work (max of 10)
- Years of participation
- Hours per week
- Weeks per year
- Position/leadership held, brief description

Writing: Essay, Discipline, Additional Information

- Personal Essay – 650 words maximum
  Select one of seven prompts (available in C&C)
- Disciplinary History
  Explanations regarding school discipline and misdemeanor or felony convictions
- Additional Information
  Relevant circumstances/qualifications not reflected elsewhere

Courses & Grades: Transcript

- Your complete academic record for grades 9-12, if required by college

College-Specific Questions: Additional

- General
  Entry term, degree status, housing preference, test-optional preference, scholarship and financial aid preference
- Academics
  Academic interest, program(s) applying to
- Additional questions

College Writing Supplements: Additional Essay(s)

- Additional short answer or essay responses requested by some colleges

Dashboard Tab: College Requirements

- What is needed for each school you've chosen

My College's Tab: Add your colleges

- Search for the school using the available search criteria
- In the Results List, check the box besides the college name
- Click the "Add" button at the bottom right of the page
- Once you've added the schools you are applying to, check to see what other information each school requires
- FERPA release authorization
  Must complete to allow transcripts and recommendations to be submitted on your behalf
- Invite Recommenders – name and email needed
  Add Counselors (your Dean), Teachers, and/or other recommenders to your "Invite and Manage Recommenders" list
- You must assign the recommenders a college for them to receive an email. Select their name from the dropdown menu and use the assign button
- Check the information for each college as requirements may differ
- Be sure to check the status of your recommenders

HAVE SOMEONE ELSE LOOK OVER YOUR APPLICATION BEFORE YOU HIT SUBMIT

AFTER YOUR APPLICATION HAS BEEN SUBMITTED:

Check your email: Frequently
- You should receive an email confirming your application was received
- Emails from universities will include important information
  *how to create an account on their website
  *how to check the status of your application

Check the University Website: Important Information
- Create an account on the university website
- Check that portal frequently for the status of your application
  *Information on what else you may need to complete will be there
  *How to create or link your SSAR (if one is needed)