

Common App's Guide for First-Year Students

<https://www.commonapp.org/apply/first-year-students>

1. Gather materials. Filling out your application takes time. Get a head start by collecting this information before you begin.

- A copy of your high school transcript
- A list of your activities, work, and family responsibilities
- Test scores and dates from your college entrance exams (SATs, ACTs, etc.)
- Parent/Legal guardian information
- Academic honors and achievements

2. Create an account. Creating a Common App account is easy and should only take a few minutes. You can answer questions in the Common App tab and build a college list at any time.

- Create your account and choose your student type
 - If you haven't yet attended college, select "first-year student"
 - If you have college credits from dual enrollment high school courses, you should still select "first-year student"
- Create new login credentials. Colleges may need to get in touch with you during the application process, so be mindful of which email address you choose. Sometimes your high school address may filter out these emails, so consider using a personal email address. When choosing an email address, be sure to use one that:
 - You check regularly
 - Does not use inappropriate language
 - You will have access to after you graduate from high school
- Complete your registration information
 - We will need some basic information about you like your name, home address, phone number, and date of birth. (Be sure to use your legal name as it appears on official school documents and standardized tests. This will make sure colleges can match documents to the correct person.)
- Select "create account" and you're done!

3. Add colleges. Once you've created your account and explored the colleges that accept the Common App, you're ready to start adding 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:

- State or country
- Distance from a zip code
- Enrollment term
- Application deadline
- Application fees*
- Writing requirements
- Standardized testing policy
- 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. Once you've submitted, you will not be able to remove those schools from your My Colleges list.

** While some colleges may charge an application fee, others have no fee to apply. And, many will offer fee waivers under certain circumstances, including financial need, veteran status, and more.*

4. Engage supporters. All colleges need things like official school forms. Many colleges will also ask for letters of recommendation. Counselors, teachers, and recommenders will submit these kinds of forms on your behalf. Every college gets to choose their own recommendation requirements. You can find more details on each college's "College Information" page. How to invite and assign 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.

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. Understanding requirements. It's important to stay organized as you work on your applications. Each college needs you to complete common questions and add counselors. Beyond that their applications vary. Each college can determine their unique requirements for:

- Deadlines
- Application Fees
- Personal Essay
- Courses & Grades
- Test Policy
- Portfolio
- Writing Supplements
- Recommendations

6. Plan essays

Sometimes writing essays can feel like the biggest part of your application. With a little bit of planning, organizing, and drafting, we can help you make this task more manageable. As you work on your applications you can find essays or short answer questions in three sections: Common App Personal Essay, College-specific questions, and Writing supplements.

7. Submit your application

Submission is a three-step process: Reviewing your application, Paying the application fee (if applicable), and Submitting your application.

My High School Details

High School Information

High School Name: Park Vista Community High School

High School Address: 7900 Jog Road, Lake Worth, FL 33467

CEEB code: 101923

Graduation Date: 05/25/2024

Grades and Current Courses

Class Rank Reporting: Exact

Class Rank Weighting: Weighted

Graduation Class Size: 770

Grade Scale: 4

GPA Weighting: Weighted

Course Scheduling System: Semester

Counselor Contact Information

Peter Tarini (A-Ca): 561-491-8436
 Megen Stair (Ce-Fa): 561-491-8435
 Tara Robinson (Fe-IL): 561-491-8432
 Vanessa Sanchez (In-Ma): 561-491-8418
 Mary Turner (Mc-PI): 561-491-8437
 Michelle Mills (Po-S): 561-491-8434
 Rick Dewalt (T-Z): 561-491-8438
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COMMON APP'S APPLICATION GUIDE FOR FIRST-YEAR STUDENTS



STEP 1: GATHER MATERIALS

A copy of your high school transcript

A list of your activities, work, and family responsibilities

Test scores and dates from your college entrance exams (SATs, ACTs, etc.)

Parent/Legal guardian information

Academic honors and achievements



STEP 2: CREATE AN ACCOUNT

- Create your account and choose your student type (first-year student)
- Create new login credentials. When choosing an email address, be sure to use one that:
 - You check regularly
 - Does not use inappropriate language
 - You will have access to after you graduate from high school
- Complete your registration information
- At the end, you will adjust your communication preferences and accept the Common App privacy policy.
- Select "create account" and you're done!



STEP 3: ADD COLLEGES

- Use 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.
- To add a college,
 - 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.



STEP 4: ENGAGE SUPPORTERS

- From the My Colleges tab select a college and open their "Recommenders and FERPA" section. If you have not done so already, you will need to complete the FERPA Release Authorization.
- Invite recommenders using the invite button from each section. You may also use the "Invite Recommenders" button at the top.
- Select the type of invitation you would like to send. For each invitation you will need information like their name and email address.
- To assign these recommenders to a school, go to their section within this screen. Select their name from the dropdown and use the assign button.

Not all colleges require letters of recommendation. Some schools will only require the School Report that is submitted by your counselor. Follow the schools' directions carefully.



STEP 5: UNDERSTAND REQUIREMENTS

- Each college needs you to complete common questions and add counselors. Beyond that their applications vary. Each college can determine their unique requirements for:

Deadlines

Application Fees

Personal Essay

Courses & Grades

Test Policy

Portfolio

Writing Supplements

Recommendations



STEP 6: PLAN ESSAYS

- As you work on your applications you can find essays or short answer questions in three sections:
 - Common App Personal Essay
 - College-specific questions
 - Writing supplements



STEP 7: SUBMIT YOUR APPLICATION

- Submission is a three-step process:
 - Reviewing your application.
 - Paying the application fee (if applicable).
 - Submitting your application.



Submit



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app

WORK TIME!

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