Common Application

If you are using Common Application, (suggested if there are 3 or more Common App colleges you are applying to), you must follow these steps:

1) Create an account at www.commonapp.org (Be careful not to use spaces for your email address).
2) Answer the entire questionnaire (all sections). Start with the Education Section.
3) Go to "Add My Colleges" and add those in which you are applying via common app
4) Sign the FERPA form (Waive your rights ... or want to view)
5) Sign AUTHORIZATION form
6) Go to NAVIANCE and match your account: My Colleges... "Colleges I'm Applying To" ... You should see COMMON APP EMAIL ADDRESS...Enter in the email address you used for Common App.
7) Important: On your College List on Naviance, you must answer whether or not you are using Common App for each college. The heading states, "Applying Common App?" Click next to each college to specify "Yes" or "No."
8) Remember, some colleges are "Common App Exclusive" which means that you must apply through Common App.

If you are having difficulty, please watch this video for step-by-step instructions: http://vimeo.com/73384070

#1 If using Common App, complete the above instructions

#2 Apply (Free/Reduced Lunch... see me for a college application fee waiver/4 maximum). If you are applying to a special program (i.e., Pharmacy), please read the instructions carefully and print out all necessary teacher/counselor recommendation forms to give to the teachers and myself immediately.

#3 Inform me on Naviance (or via email) whether you applied via Common App or directly through the college website.

#4 Come to Guidance to fill out Transcript Request form with Ms. Salcedo. Please include whether or not you used Common App on that form as well.

#5 Send all your SAT/ACT scores directly to the college through College Board. Do not wait to send your scores. Sending your future scores ahead of time is free.

#6 Most Important: Communication! Please email me at any time with any concerns or questions.

Common App Customer Service: **You don't need to be logged in to reach support. Go to** http://appsupport.commonapp.org **or** http://recsupport.commonapp.org **& click Ask a Question** #scchat

College Board Customer Service Number: 866-630-9305   (SATs, ACTs, AP)