

## 15 Steps to Complete the Common Application



1. Go to <https://www.commonapp.org/>
  2. Click “**Create an Account**” in the upper right-hand corner of the page
  3. Select “**First year student**” and fill in all of the information required to create an account
  4. Enter your email address, password and registration information. Write down your username and password in a safe place. (I recommend using the notes app on your phone)
  5. Click the “**College Search**” tab to search and add the colleges that you wish to apply to on your Common App.
  6. Click the “**Common App**” tab and complete the profile section, then click “**Continue**” to move on to each of the next sections. There are no actual fee waiver forms or codes associated with the Common App. However, if you are eligible for a fee waiver based on family income you can request one in the “**Profile**” section. If qualified, I will affirm the need when I process your supporting documents through Naviance.
  7. When you reach the “**Education**” section, enter the following under the “**Grades**” tab:
    - Graduating Class Size: **547**
    - Class Rank Reporting: **Exact**
    - Cumulative GPA: Enter your GPA from your transcript
    - GPA Scale: **100**
    - GPA weighting: **Weighted**
- To obtain your actual academic rank please email me.**
8. Continue to fill out the remaining tabs (Testing, Activities, Writing). You can choose to fill in your test scores or not. If you are submitting test scores to different colleges, you must submit them through College Board by logging into your account at collegeboard.org.
  9. Click on the “**My Colleges**” tab and complete the additional information for each school you are applying to.
  10. Complete the FERPA section. You will waive your right to view your recommendation letters.
  11. Once you complete the FERPA section you will want to link your Common App account to your Naviance account by logging into your Naviance account and following the directions outlined in the College Office Google Classroom (**How to Link your Common App to Naviance**). Once your accounts are linked, you will also request teacher recommendations on the same page in Naviance. Remember to ask your teachers and provide them with a Recommendation Request form, prior to adding their information to Naviance. (Please note, you will not request teacher recommendation letters through the Common App. That can only be done through NAViance once the accounts are linked.)

12. You will have to make sure you enter your counselors information because you will need a counselor recommendation. The number of teacher recommendations that you need will depend on the schools to which you are applying, so make sure you are aware of the requirements.
13. Make sure you upload your personal statement
14. Review and Submit your application.
15. Complete the College Application Completion form to inform Mr. Dwyer that you have completed your application so that he can forward your supporting materials.