

Step by Step Instructions

Commonapp.org



Whether you're applying to college for the first time or looking to complete your degree, Common App will help you reach new heights.

Apply now

common



## Let's get started!

Welcome to Common App! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.

Already have an account? Go to the logic page.

First year student

Transfer student

**Education professional** 

Parent or other adult

8

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Email Address *	r
Re-type Email Address *	
Password *	Cc
X 10-32 characters  X At least one upper case	
X At least one lower case	
X At least one number	
X At least one special character	
X No space characters	
Re-type Password *	

Fill in all asterisks (\*) and use a personal, appropriate email address. You annot use your school email

common app Dashboard My Colleges **Common Application** ✓ Profile Family Education Testing Activities

Profile

**Video Tutorials** Preview

•

Financial Aid Resources

Writing

Courses & Grades 0 college(s) require

Middle name

**James** 

**Personal Information** 

First/given name\*

Last/family/surname\*

**College Search** 

Miller Jr

Suffix

Choose an option

As you fill out each field, a green check mark will appear when that section is complete.



Any question with a \*must be answered in some way.



A show a section is complete.



Hit continue to save and continue.



**Dashboard** 

My Colleges

**Common App** 

College Search

Financial Aid Resources

## My Colleges

A

Click

You must first add a college to your My Colleges list before you can apply.

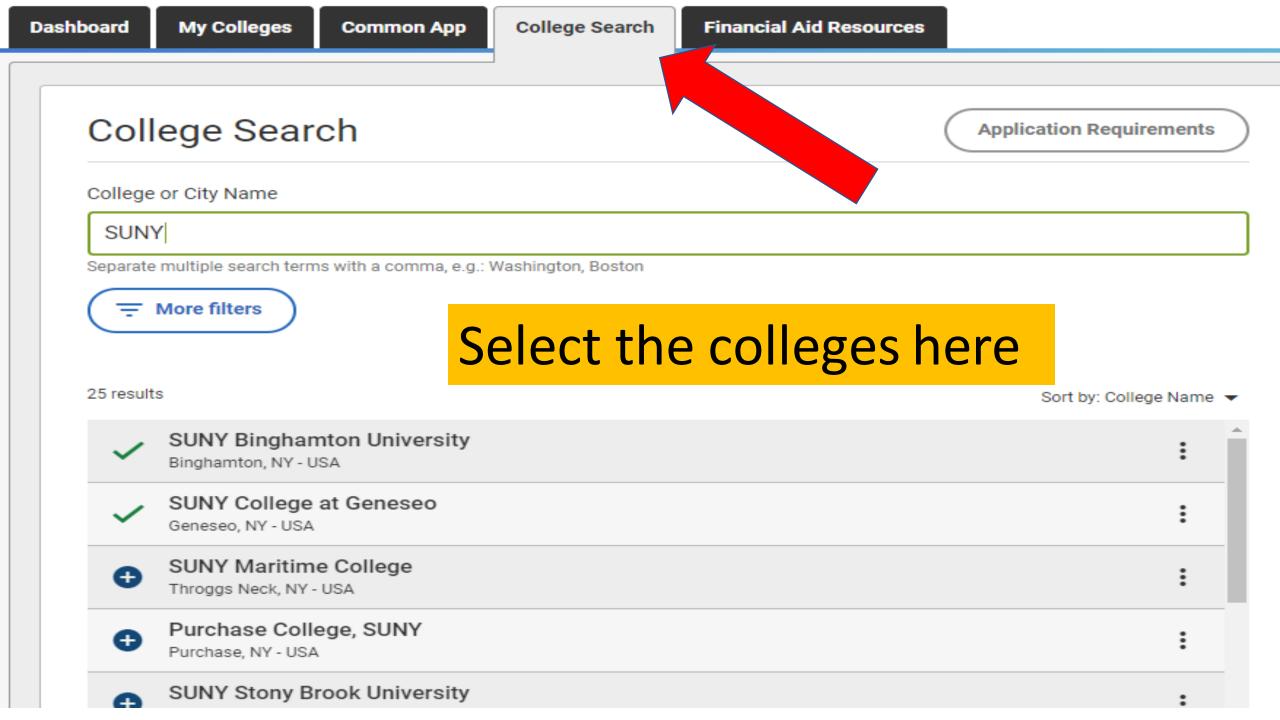
Go to the College Search tab to add colleges to your list.

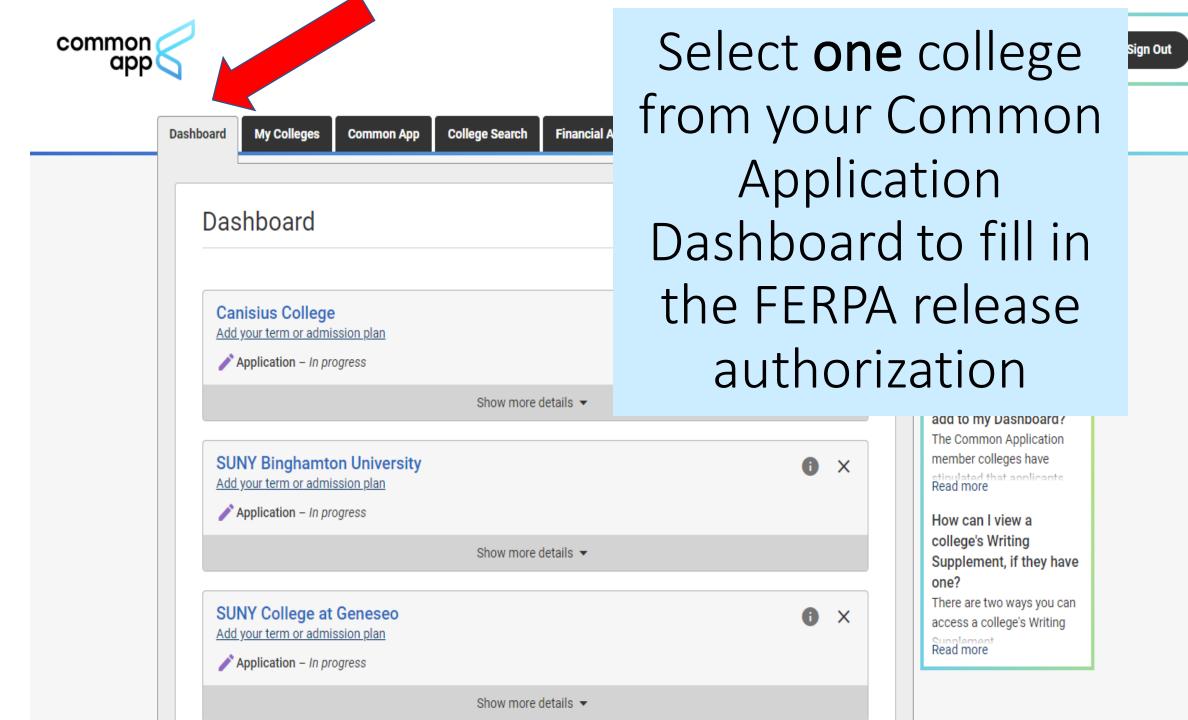
In this tab you will continue your application for each college and you will:

- · Complete college-specific questions and supplements
- · Invite and manage recommenders
- · Submit your application!

For more help in completing this tab, check our <u>video tutorials</u>. You may also contact our to answer your questions.

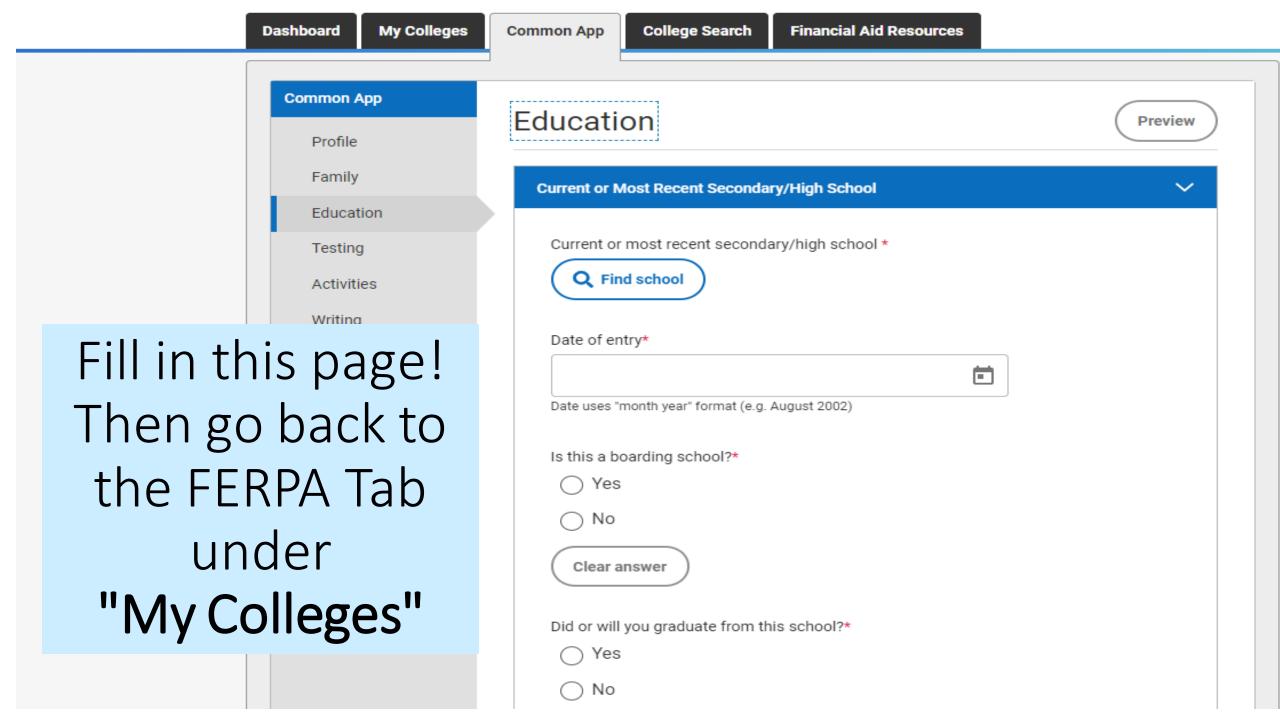
To begin
Please add a
college to
your
account.

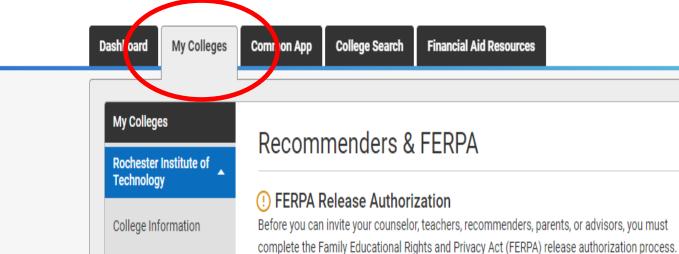






**College Search Financial Aid Resources Dashboard** My Colleges **Common App** My Colleges Recommenders & FERPA **SUNY Binghamton** University Before you can continue your application, we need to know your current or College Information most recent secondary/high school. Please complete the "Current or Most Recent Secondary/High School" question in the Education section of your Application Common App. Questions Click Here and you will then click Recommenders and Continue **FERPA** the above "education section" Review and Submit -Common App





Learn more about FERD

**Complete Release Authorization** 

Application

Questions

Recommenders and

Review and Submit

Common App

SUNY College at Geneseo

**SUNY University at** 

Buffalo

# Instructions and Help

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 Read more

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

that will provide your Read more

What do I do if I'm an international student and don't have a counselor?
If there is no counselor at your school, the

recommendations may be Read more

Which counselor should I invite?

You should invite your

janel\_kieffer@gateschili.

#### X Release Authorization

My Colleges

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Before

Learn

Click

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

- FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.
- 2. In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?
  - 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 decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

#### 3. 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 read and understood the FERPA Release Authorization explanation above.\*

Continue

#### Instructions and Help



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Who do I list if I no
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Please contact your high school or the local authority that will provide your Read more

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If there is no counselor at your school, the

recommendations may be Read more

Which counselor should I invite?

You should invite your current counselor as they





#### **Release Authorization**

#### FERPA Form

✓ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may 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.
- IDO NOT waive my right to review all recommendations and supporting documents.
- ✓ 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.\*

Back

**Save and Close** 

#### Instructions and Help



Who can I list if I do not have a counselor?

If there is no Counselor at your school, you may list

Read more

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

Please contact your high school or the local authority

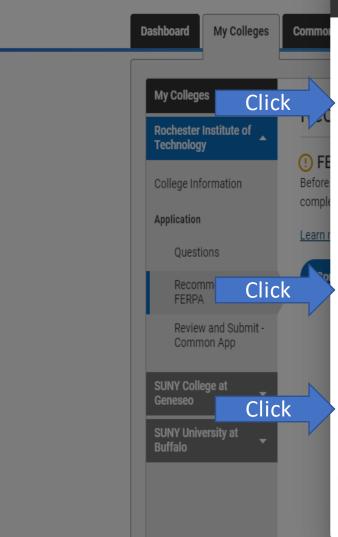
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Read more

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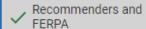


#### **SUNY Oswego**

College Information

Application

Ouestions



Review and Submit -Common App

#### Recommenders & FER

✓ FERPA Release Authorization

View Details V

#### Invite Recommenders

Recommenders are people who will submit Check out our video about recommenders.

**Invite Recommenders** 

#### ✓ Counselor

Your school is using Naviance for transcripte Please contact your counselor directly and t regarding these documents. If your counselo

forms that can be completed on paper and mailed to each institution to which you apply.

#### Download PDF Forms

- School Report
- Counselor Recommendation
- · Optional Report
- · Mid Year Report
- · Final Report

Teacher

DO NOT print paper forms or invite teachers to write your recommendations on CommonApp.

We are a Naviance School, recommendations <u>must</u> go through Naviance.

your school, the

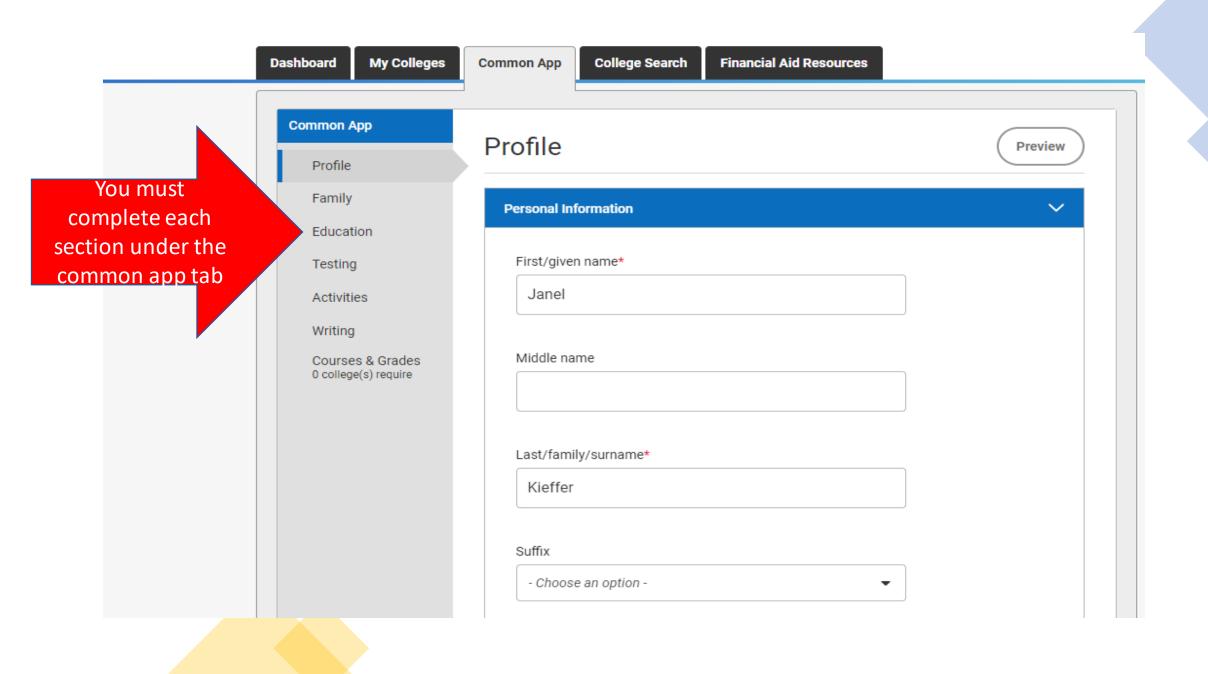
recommendations may be Read more

Which counselor should I invite?

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can provide your current Read more

What do I do if I misspelled my



**Dashboard** 

My Colleges

Common App

**College Search** 

**Financial Aid Resources** 

#### **Common App**

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades 0 college(s) require

## Writing

#### **Personal Essay**

Some colleges require submission of App. You may submit a personal essa required by that college. If not require option during submission to include y

| I understand

Here is the current list of colleges on Personal Essay. You will complete a college essay if your colleges require it.

Colleges will be listed underneath these fields.

#### Required

Not Required

The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. What do you want the readers of your application to know about you apart from courses, grades, and test scores? Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so. (The application won't accept a response shorter than 250 words.)

After the application is submitted and the FERPA release authorization is completed in CommonApp

## then,

go back to Naviance to enter the email address you used for your CommonApp and your date of birth to "match Naviance with your Common Application".

This step ensures that CommonApp and Naviance "Talk" to each other so that GCHS can send your documents (letters of rec, transcripts) to your colleges

## Find the NAVIANCE Icon + Click It!





Home

Self-Discovery

Careers

Colleges

Planner



## Colleges I'm Ap

夫 = extended profile :

College that I'm A

College Home

Find Your fit

SuperMatch College Search

College Match

College Events

Scattergrams

Advanced College Search

College Lookup

Research Colleges

Colleges I'm Thinking About

Colleges I'm Appling To College

College compare

College Resources

Acceptance History

**Enrichment Programs** 

College Maps

## Apply to College

Colleges I'm Applying to

Manage Transcripts

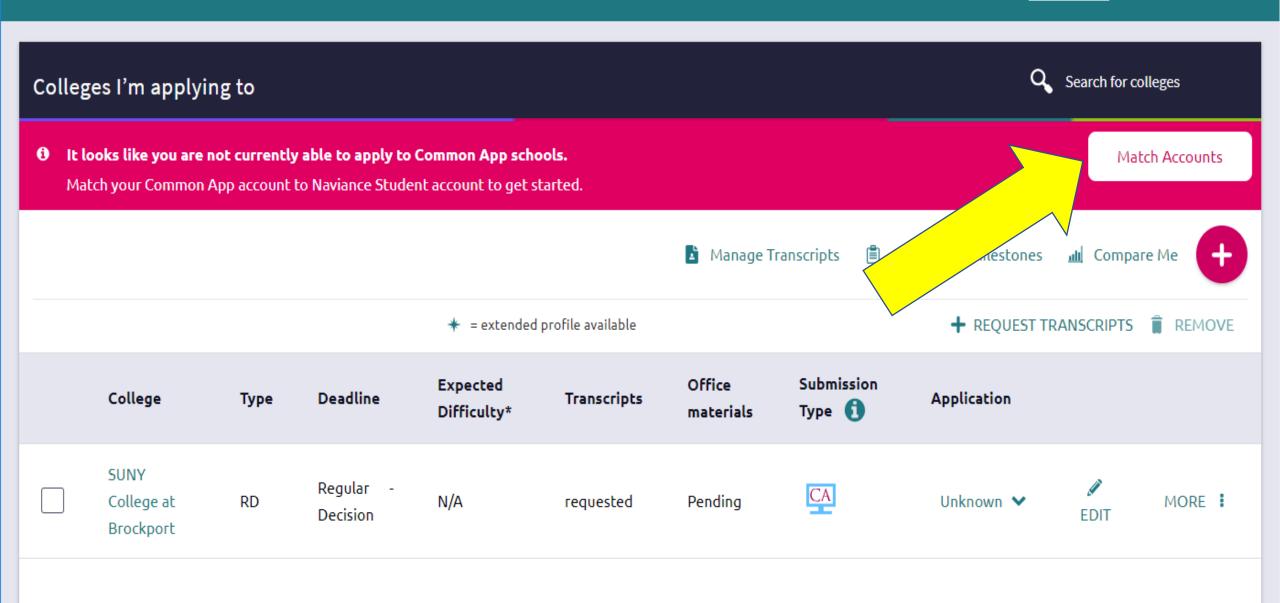
Letters of Recommendation

Test Scores

Home Colleges

Careers

About Me



### College that I'm attending:

A Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

#### Get Started with Common App

- · Create a Common App account on Common App Online 🗹
- Sign the Common App (CA) FERPA Waiver on Common App Online 🗹

#### Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

#### Common App Email Address

YourEmailAddress@gmail.com

#### Date of Birth

06/18/1995

#### TIPS

These tips will help you successfully match your accounts.

- Mark sure you use the **email address** that you chose for your Common App account
- Make sure that last name on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

**Match Accounts**