

How-To Navigate Common App

This application will help users easily manage all their college applications in one place, instead of having to check multiple different locations. It may seem a bit overwhelming as there are many detailed steps, but as you create an account and follow the steps, you will interact with Common App's user-friendly interface. Please scroll through the steps and feel free to reach out with any questions or concerns that you may have.

Signing Up for Common App:

1. Click on the following link: <https://www.commonapp.org/>
2. Click "Start your application" button to begin the application.
3. Indicate who will be using the application; first-year students (students who will be attending college for the first time), transfer students (college students transferring to another college), "educational professional" (teacher, counselor, etc.), or parent/guardian.
4. Regardless of the selected choice, all users will have to create an account. Please fill out the boxes, accordingly, making sure that all requisites are completed. Ensure that the name entered is the has the user's legal name, phone number, birthday, and current home address.

Navigating your Account within Common App:

Dashboard

- Users here will be able to see how their application process is going. This helps users be able to toggle between different applications and get notifications for any new updates on the admissions progress.

My Colleges

- Users will be able to look at all the colleges they have already applied for to make sure they answer all specific questions regarding a college, add and manage recommenders (teacher/other recommendations), and most importantly, submit their application! If users need assistance with this tab, there is an "Applicant Solution Center" link, <https://appsupport.commonapp.org/applicantsupport/s/> for users to navigate popular FAQs as well as be able to contact support with specific questions.

Common App

- This is the real nitty gritty of the application in terms of personal information that applicants need to fill out. This section is very information heavy, so it may take a while to get all the information in (especially waiting for test scores, etc.)

- ❖ **“Profile”**: Fill out personal information such as legal name(s), birthday, address, contact information, demographics, language, geography and nationality, fee waivers.
- ❖ **“Family”**: Provide information on families (parent(s) and sibling(s)) details such as their names, marital status, occupation, and educational level.
- ❖ **“Education”**: Share school accomplishments, grades, classes, honors, community-based organizations, and goals.
- ❖ **“Testing”**: Choose the option to send and self-report official score reports on standardized tests: ACT, SAT/SAT Subject, AP, IB, Cambridge, TOEFL, PTE Academic, IELTS, and Duolingo English Test.
- ❖ **“Activities”**: Showcase involvement in extracurriculars.
- ❖ **“Writing”**: Some colleges may require a personal essay as part of their application, while some others may not. Students who are completing the personal essay will have an option between different topics to demonstrate their stories to their colleges.
- ❖ **“Colleges and Grades”**: Input data from high school or college (transfer students) transcripts regarding classes taken and grades received.

College Search

- Identify what each school requires while learning about new colleges that align with specific academic goals. There are 1031 results available to choose from. Use the search bar to locate specific schools.

More Filters

Click this option within “College Search” to find schools that meet specific requirements of a college that may align with more personal needs. In this section, users can look within a specific country, a specific state, distance from a zip code, the term that they would like to attend school, when the application deadline is, whether there is an application fee, personal essay requirement, standardized test policy, and if letter of recommendation is required. Users can also sort by college name or distance.

Financial Aid Resources

- Learn more and understand how attending chosen colleges will be financially. This page provides informative details about how to save for college, plan for college costs, and how to apply for financial aid (FAFSA) and apply for scholarships.