



# Common Questions About The Common Application

## Why use the Common Application?

Common Application is a standardized, college application accepted by over 700 colleges and universities. Once you complete the Common Application, you can send it to any school accepting the Common Application. Having one form for multiple schools saves you time and effort.

## How do I create a Common Application account?

- Go to [www.commonapp.org](http://www.commonapp.org), select "Apply Now" and "Create An Account"
- Use an email account you use regularly
- Enter your legal name in the registration process, not your nickname
- List a phone number for receiving admissions phone calls. Many students use a home phone.
- Check that you are a first year student, planning to enroll in fall of 2018.
- Make a note of your Common App ID (CAID).

## What is the first thing I should do in the Common Application?

You can only see the Common Application features with at least one college in your list. Use the College Search to find the college(s) to which you are applying and "add" it to your Dashboard.

## How do I know my College Deadlines?

Click on the "My Colleges" tab to find the deadline date(s) for each school. There are a number of different types of admission deadlines, such as "Early Action, Early Decision, or Regular Decision Deadline". Be sure you understand the difference and choose the right deadline for you.

## How do I know if a recommendation is required?

Select a schools on the "My Colleges" tab and look for the "Recommendations Required" section. This will list the required recommendation forms and letters from a counselor, teacher and other recommenders. If you need a recommendation, you will first need to complete the FERPA Waiver.

## How do I complete the FERPA Waiver?

Once you have entered your high school on the first page of the Common Application Education section, you can complete the required FERPA agreement. On either the "Dashboard" or "My Colleges" tab, select a college and select "Recommenders and FERPA". Carefully read and complete this legal form. **We recommend that you waive your right to view your recommendations.** You only complete the FERPA waiver one time for all of your current and future Common App colleges.

## How do I invite Recommenders?

Once the FERPA waiver has been completed, talk with your teachers and other recommenders before inviting them in the Common App. For counselors, simply complete the Naviance "Counselor Rec Survey" and invite them on the "Dashboard" tab.

## How do I complete the Common Application?

### Profile:

- All questions with red asterisks must be answered; other questions are optional. However, it can help your application to answer some of the optional questions, such as the demographic ones.
- Citizenship Questions:
  - If you were born in the US or became a citizen, select "US citizen or US national".
  - If you hold a green card, select US Permanent resident
  - Undocumented students or DACA students should select "other - Non -US" for citizenship.
- A Common Application fee waiver should only be requested by students with financial need. This includes those who qualify for Free & Reduced Lunch, ACT/SAT fee waivers, JHHS fee waivers, food stamps, or public housing. Your request must be approved by your school counselor.

### Education:

- Class rank: None
- Class Size: Available in senior guidance
- Date of Entry: 8/2014 unless you started high school in outside of District 214.
- Graduation date: 5/27/2018
- College/university course does NOT mean AP classes or dual enrollment classes. Only university credit courses that do not appear on your JHHS transcript should be listed.
- GPA Scale: 4.0
- GPA Rank Weight: Weighted
- When listing your senior year courses, list core courses first (English, math, science, social studies or languages), then list electives including PE.
- Full year courses = 1 credit,  $\frac{1}{2}$  year courses =  $\frac{1}{2}$  credit, except PE =  $\frac{1}{4}$  credit.
- Academic "Honors" can include honor roll, National Honor Society, subject-related honor societies, delegate to Boys'/Girls' State for an academic club like DECA or Science Olympiad, National Merit Commended Scholars/Semifinalist, or AP Scholar.

### Activities:

- When listing high school "Activities", include all significant clubs, sports, jobs and volunteer work. List in priority order and abbreviate if needed. You only get 150 characters for each description. Be sure the college will understand your abbreviation. For example, describe SOS as a service club.

### Writing:

- Some schools require school-specific questions or supplemental essays in addition to the personal essay on the Common Application. Look for these on the Dashboard under the "writing requirements".

### Courses and Grades:

- This section allows you to self-report courses and grades from a JHHS transcript. Be sure to wait until after the JHHS Grade Point Average is converted from a 5.0 scale to a 4.0 scale in Mid-August and you have reviewed and authorized your transcript in senior guidance sessions the second week of school.

### For additional information and videos on how to complete the Common Application:

<https://recsupport.commonapp.org/link/portal/33011/33014/Article/794/Training-Resources-Library>