

# COMMON APPLICATION GUIDE

## \*Student Responsibilities\*

Please review the following checklists. If you have not completed each item on the checklist, you will need to do so **ASAP**.

### Common Application

- Create a Common App account online at [www.commonapp.org](http://www.commonapp.org)
- In your Common App account, add every school that you are applying to via the Common App “My Colleges” tab (using the “College Search” feature).
- Complete ALL SECTIONS of the Common App, including the essay, and ALL SECTIONS of the school specific questions and school specific writing supplements (found under the “My Colleges” tab).
- Complete the FERPA Authorization in the Common App. To find the FERPA Authorization, follow these steps:
  - Click on the “My Colleges” tab
  - Click on the heading for one of the colleges listed (e.g. Rowan University)
  - Under the college name, click on the link “Recommenders and FERPA”
  - Under the heading “FERPA Release Authorization” click on the link “show details”
  - Read the instructions and complete the authorization; type in your name and the date to “sign” the authorization
- Print Common App teacher evaluation forms and give to teachers you’ve asked to write your recommendations. To find the teacher evaluation forms, follow these steps:
  - Click on the “My Colleges” tab
  - Click on the heading for one of the colleges listed (e.g. Rowan University)
  - Under the college name, click on the link “Recommenders and FERPA”
  - Under the heading “Teacher” click on the link “offline form”
  - The “offline form” link will generate a personalized teacher evaluation form that is stamped with your name and Common App ID #
  - Give one form to each teacher. Each teacher needs to fill out the form only once and attach it to his/her recommendation
- Once you have completed ALL sections of the Common App and ALL sections of the school specific questions (under the “My Colleges” tab), preview and submit your applications.
- Pay the application fee online for EACH college via the Common App.

### Naviance

- You must link your Common App account to your Naviance account.** To do this, log on to your Naviance account and follow these steps:
  - Click on the “Colleges” tab and then click on the “Colleges I’m Applying to” link.
  - Read the directions and follow the steps in the “Common App Account Matching” box.
  - Type in the email address you used to create your Common App account as well as your date of birth and click on the “MATCH” button.
  - If you encounter an issue matching your accounts, please stop down to see your counselor ASAP.
- Once you’ve submitted a college application, **you must request transcripts via Naviance at least one week prior to the application deadline.** To do this, click on the “request transcripts” link on the “Colleges I’m Applying to” page. Then, click the checkbox next to the name of the college and then click on the “Request Transcripts” button to submit your request.