

COMMON APPLICATION GUIDE FOR STUDENTS- CLASS OF 2012

- 1) Set up a Common Application account at www.commonapp.org with **login name and password**. Make sure it is a password that you will remember!!
- 2) The site contains **16 primary sections** that are labeled on the left hand side of your computer screen. You can move from section to section by clicking on the section names. There are over **400 schools** that use the Common Application and under the *search for colleges* section you will be able to find participating colleges.
- 3) **The 'Help' link** on the maroon bar provides you access to frequently asked questions or other technical assistance throughout the process. *Don't leave applying to the last minute, or you may not receive any help requested in time!*
- 4) **Your account**- Make sure your e-mail address is kept accurate so you can receive important information about deadlines and other admissions information from your colleges or the common application.
- 5) **Starting your application**- It is recommended that you start in the My Colleges section by adding the colleges to which you wish to apply. Note: required sections will be indicated by a yellow dot. Based on your answers you may be prompted to answer additional required questions.
- 6) Have your green Important Information for Filling Out College Applications sheet out of your red folder ready to help you with Coe-Brown information. (This is also posted under *Guidance* on the CBNA website.)
- 7) **Helpful Details:**
 - i. High school start date: 08/08
 - ii. You must enter CoeBrown in search fields without a hyphen.
 - iii. Select "Public" for the type of school we are.
 - iv. Your graduation date will be 05/25/2012
 - v. **Coe-Brown's CEEB/ACT CODE is 300-470.**
 - vi. Your guidance counselor's title is "Guidance Counselor".
- 8) **Academics:** Obtain updated class rank and GPA from Guidance. (There are about 164 students in the senior class, but this may change.) Both rank and GPA are *weighted*.
- 9) **Activities:** Seniors, be sure to list your activities (including any Community Service you have done) and employment *in the order of their importance to you!*
- 10) **Future Plans**- This section allows you to answer questions differently for different colleges. It also allows colleges to collect information specific to their admission process. Questions may include if you need housing, intend to be full time student, earn a degree, intend to apply for need or merit based financial aid, etc...
- 11) **School Forms-**
 - a. The Secondary School Report (SSR) is the form the guidance counselor must do. It includes a reference and the transcript. Once the counselor has submitted this, the colleges which you apply to have access to your transcript.
 - b. *Check on the school information for each of your colleges to see how many references and what kind they require. (The SSR will always be required.)*
 - c. BE sure to ask your teacher first to see if they are willing to write you a reference, and make sure you complete the demographic and applicant sections before inviting your teacher to write for you.
 - d. Counselors must complete the form online but teachers may choose be online or off line providers. If they request to be an offline provider you should print a PDF version of the form for them.
 - e. After "inviting" your counselor and teacher/s to write, double check with them to see if they got the e-mailed link to complete this for you.

- 12) **Writing-** Here you have 3 opportunities to get the colleges to know more about you. Use them wisely by choosing different aspects of your life to portray in the short writing piece and the essay. Then look over *the whole* application and think if there is another part of your circumstances or qualifications that hasn't been adequately portrayed- that's what can go in the Optional slot. However, it is not required.
- 13) **Submission Requirements-** You may be required to complete and submit additional items prior to submitting your common application. Items may include: *early decision plan, arts supplement, athletic supplement, institutional supplement, and application fee.*
- 14) **Supplements-** Some institutions may require supplemental forms. These forms will be available in the 'Supplements' section. **Some colleges may require the supplements to be submitted prior to completing the common application.* If this is the case it will be indicated in the 'Future Plans' or 'My Colleges' section.
- 15) **Submitting-** In general, the Common Application is designed to be completed once and submitted to all a student's colleges at once or over a period of time.
- Once you have completed you application, it is very important you **proof read** and hit the **print preview** button on the Signature page to make sure everything is accurate and *proof read proof read and proof read* some more before you click the submit button.
 - An **important quirk** involves submitting teacher references: if the college *requires one*, it will prompt you to designate one. However, if the college *does not require one, but will accept one (as is the situation for UNH)*, you must take the initiative to add it for that college before submitting.
 - **Once you have submitted you application you will no longer be able to change the information submitted.**
 - After you have submitted your application you can add additional institutions and submit to them as well.
 - **If you wish to correct information on your application you will have to create a *new version* of the whole application before resubmitting to other institutions. **Do it right the first time!****
 - You may submit your part** even if the counselor or teacher has not completed theirs. Those forms will be downloaded by the college when they are ready.
- 16) **Payments-**
- This can be done online through Common Application site, on the institution's site, or via check, depending on the institution. This information will be available in the Payments section.
 - **You must submit your fee before your application package will be considered complete and some institutions may require payment before you submit your application! **Be aware- we have been advised that there may be a delay between the submission of payment, its processing, and the ability to submit the application. Make sure not to leave this until the last minute, or it might make your application late.****
 - Fee Waivers may be accepted also. If it isn't clear how to submit them, ask your counselor.
- 17) **Deadlines-** Each college has an application deadline. Once the deadline has passed, you will no longer be able to submit your application. *Deadlines can be viewed in the 'Future Plans' and 'My Colleges' sections.* These may vary according to your **Decision Options**:- some colleges offer Early Decision, Early Action, Restricted Early Action, or Early Admission. Important information about these option is highlighted in the 'My Colleges' section.
- 18) A final note on **Test scores-** Make sure when you take your SAT or ACT that test scores are sent directly to your selected institutions. If you have to order them later, it will cost you quite a bit! It is your responsibility to make sure all scores are being sent to your colleges.