The Common Application: Cheat Sheet

Step 1: Create your Account

- Go to www.commonapp.org and click *Login* as a student

- Click *create an account* and select First Year Student

- Input an appropriate email address that you check often and create a password

- Move forward and input your name, phone number, birthday and when you plan on starting college (Fall 2019)

Step 2: Add Schools to Your List

- Once you log in, simply click on the **College Search** tab to find schools based on their name, location, deadline, or distance from your home. You might discover a terrific school you would've otherwise never known about, and the Common App will connect you to the institution to apply directly.

Step 3: Gather Your General Application Information

- Your high school transcript

- A list of your extracurricular activities/resume

- Test scores and dates (SAT/ACT/SAT Subject Tests)

- Parent/Legal Guardian information (educational background, occupational information, employer information, etc.)

*Information retrieved directly from **The Common Application** website and **Centerville High School's Common Application Tip Sheet**.*

Step 4: Start Your Application Part I

- **Profile**
    - Complete all required fields
    - Indicate that you qualify for the Common App Fee Wavier

- **Family**
    - Be familiar with your parents' occupation, employer name, their level of education and college/university name, degree and graduation year if they attended. Be familiar with your siblings' education information as well

- **Education**
    - High School:
    - CEEB Code:
    - Date of Entry:
    - Graduation Date:
    - Counselor's Information:
    - College courses:
    - Graduating Class Size:
    - Class Rank Reporting:
    - Class Rank:
    - Rank Weighting:
    - Cumulative GPA:
    - GPA Scale:
    - GPA Weighting:
    - Courses:
    - Awards:
    - Assistance from Non-Profit:
    - Future Plans:

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- **Testing**
  - Use CollegeBoard to submit SAT/ACT scores to colleges/universities you are applying to
- **Activities**
  - Report up to 10 activities you participated in during high school
- **Personal Essay**
  - Cut and paste your personal essay into the box provided – be sure that your essay is no more that 650 words
- **Disciplinary History**
  - *If "yes", emphasize what you have learned from the situation.*
- **Additional Information**
  - This is a place to explain or clarify potential struggles or challenges you had. This may include shifts in your education, personal struggles that impacted your education, or difficulties with the law. Be authentic, but focus on remorse or the positive consequences. Don't feel you need to fill the 650 words.
- **Courses & Grades**
  - This section will appear once you have added a college that requires it
  - Obtain a copy of your unofficial transcript from your Director of College Counseling and begin entering your courses and grades beginning from 9th grade. Enter courses exactly as they appear on the transcript
    - Grading Scale:
    - Schedule:
    - Course Level:
  - Report course grade and credits – all information is indicated on your transcript

- **FERPA**
  - You have an option to sign a release, waiving your right to view your recommendations and supporting documents submitted on your behalf. While you do not have to waive your right, many recommenders will not submit information if you do not.
- **Recommenders**
  - Counselor: Invite your Director of College Counseling! Your DCC must be included in order to complete the School Report and submit your transcript (this will be the second time you enter your counselor's information).
  - Teacher: Invite the two teachers who have already agreed to write your letter of recommendations
    - Log back in to Common App to check the status of your recommenders. For the letters of rec written by the teachers, you will see "Submitted" and the date once it is done. For the School Report, you will see a green check mark once it is done.