



The Common Application Steps to Successfully Complete the Application

STEPS TO COMPLETING THE COMMON APPLICATION

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| <p>STEP 1 Research</p> | <p> <u>DO NOT SKIP THIS STEP!</u> <i>See Checklist on Reverse Side!</i></p> <p>The first step in completing the Common Application is to <u>research all of the colleges/universities</u> that use the Common Application! Please <u>use the Checklist on the other side of handout</u> to begin!</p> | |
| <p>STEP 2 Preparation</p> | <p>Collect All Transcripts & Test Scores:</p> <ul style="list-style-type: none"> • High School transcripts • (All) College/University transcripts • Test Scores: AP, ACT, TOEFL <p>Collect all Other Documents:</p> <ul style="list-style-type: none"> • Tax Forms • Immigration (if applicable) | <p>Computer & Browser Settings</p> <p>Computer Settings</p> <ul style="list-style-type: none"> • Enable: JavaScript and Cookies • Disable: Popup blockers <p>Browsers/Programs</p> <ul style="list-style-type: none"> • Current versions of: Adobe (PDF) Reader, Firefox, Google Chrome, Internet Explorer, or Safari |
| <p>STEP 3 Application FAQS</p> | <p>Application “Help Center” Help Center </p> <p>Common Application <u>does not</u> provide phone assistance. You may find answers to FAQs in the Application Help Center. If the answer is not provided in this section, you can submit a question by clicking the button titled “My answer is not here.”</p> <div style="text-align: right; border: 1px solid black; padding: 2px; display: inline-block;">My answer is not here -></div> <p>Academic Advisor (“Common App” tab)</p> <p>Common Application requires you to enter a name and contact information for your academic “advisor”—usually this is your EVC counselor. However, if you have not established regular meetings with an EVC counselor, then you can enter the same information that you will provide for the “Academic Evaluator” under the “My Colleges” tab.</p> <p>FERPA Release Authorization (“My Colleges” tab)</p> <p>All applicants MUST complete the FERPA waiver. The FERPA waiver is only completed once and covers all current and future colleges and recommenders. Once a student invites the counselor or recommender, the FERPA selection locks and cannot be changed. It is critical for you to read the entire authorization.</p> | <p>Academic Evaluator (Under the “My Colleges” tab)</p> <p>Common Application requires you to enter a name and contact information for an academic evaluator, regardless of whether it will be required by a specific college/university! The academic evaluator is usually an instructor, counselor, or other college official who is very familiar with your academic strengths.</p> <p>College Report (“My Colleges” tab)</p> <p><i>IF required</i> by your prospective college (See Step 1), the “Transfer College Report” must be downloaded and delivered to the admissions office of each college/university that you have attended and submitted with a set of official transcripts from that college/university.</p> <p>Additional Forms (“My Colleges” tab)</p> <p><i>IF required</i> by your prospective college/university (See Step 1):</p> <p><i>IF required</i> The “Secondary School Final Report” must be downloaded and delivered to your high school from which you graduated and submitted with a set of official transcripts from that high school.</p> <p><i>IF required</i> The “Mid-Term Report” must be downloaded and delivered to each of your instructors in the courses that you are currently en-rolled. Instructors are to provide your current grade for the course.</p> |
| <p>STEP 4 Submit the Application</p> | <p>SUBMIT YOUR COMMON APPLICATION</p> <ol style="list-style-type: none"> 1. Complete the Common Application 2. Complete the Writing Supplement 3. Complete the Art Supplement (If applicable) 4. Submit the Common App portion—pay the application fee, sign Common App (type your name), and press <submit>. 5. Submit the Writing Supplement—verify, sign (type your name), and press <submit>. 6. Submit the Art Supplement (If applicable) <p style="text-align: right;">Revised Fall 2016</p> | |

BEFORE YOU BEGIN THE COMMON APPLICATION

Contact your prospective college/university and speak with a college representative who is familiar with transfer admissions and the Common Application!

This checklist provides you with the most important questions you will want to ask the representative!

1. Get the college representative's contact information.
2. **TAKE NOTES!** Use the checklist below to help guide you in your discussion with the college representative.
3. Afterwards, send the university representative an email thanking them for their time and a **BRIEF** summary of what you covered in your conversation.
4. This will allow the college representative to ensure that you understood all points of the conversation and to clarify anything that you may have misunderstood.
5. **SAVE ALL EMAIL CORRESPONDENCE WITH THE COLLEGE REPRESENTATIVE!** This will provide you with a record of who you spoke with and what was discussed!

| CHECKLIST | NOTES |
|---|---|
| College Representative: | |
| Name: | |
| Email: | |
| Phone: | |
| Admissions Requirements: | |
| <i>Do they accept transfer students?</i> | |
| <i>Required Units (min & max)?</i> | |
| <i>What is the required GPA?</i> | |
| <i>Are any specific courses required?</i> | |
| <i>Are SAT or ACT scores required?</i> | |
| <i>Is the TOEFL required?</i> | <i>For students who have attended high school in a foreign country.</i> |
| Application Process | |
| <i>When is the Deadline to Apply?</i> | |
| <i>Is there a supplemental application?</i> | |
| <i>When are transcripts/test scores due?</i> | |
| <i>When are admissions notices sent?</i> | |
| The Common Application | |
| <i>Does the college require Common App?</i> | |
| Are any of the following forms required? | <i>NOTE: These forms may or may not be required!</i> |
| Academic Evaluator or Letter of Recommendation How many are required? | |
| College Report? | |
| Secondary School Final Report? | |
| Mid-Term Report? | |
| Other | |
| Is the CSS Profile required? | |
| Does the college use IDOC? | <i>This is a service for submitting personal documents.</i> |