

# Completing the Common Application: Step-by-Step Directions

- 1 Go to [commonapp.org](http://commonapp.org) (You must use, Mozilla, Safari/Firefox or Google Chrome)
- 2 Click on create account
- 3 Create a username and password. You will need the following information:
  - > Address
  - > Telephone number (*that will not change*)
- 4 Click on the "common app" tab and complete the following sections:

### MY COLLEGES

- > Choose the colleges where you plan to submit applications.
- > On the left, you will see a section that says "FERPA & Assign Recommenders"
- > You will then be presented with the FERPA waiver. This waiver states that you are giving up your rights to read teacher and counselor recommendations.
  - > It is strongly recommended that you agree to waive your rights. Admissions officers see a red flag when students do not waive their rights and wonder if you are hiding something. If you have any questions about this, see your counselor.
- > Now you are finally able to invite your recommenders. Enter the contact information for your Counselor. (*Look below, bottom of the page*)
- > The counselor recommender will be assigned to all of the schools in your list automatically.
  - > Next, you must add your teacher recommenders.
  - > After you add their contact information, you must go into each school and assign your teachers individually. They will not be automatically assigned to each school.
  - > If you do not assign them to a school, your request will not show up in their list.
- > If you have a 3rd outside recommender, you can request this person as "Other Recommender."

<a href="#">Joe Frick</a>   Counselor	Invited: 10/19/2011	<a href="#">Delete</a>   <a href="#">Resend</a>
<a href="#">Jennifer Koritor</a>   Teacher	Invited: 10/19/2011	<a href="#">Delete</a>   <a href="#">Resend</a>
<a href="#">Zach Korzyk</a>   Teacher	Invited: 10/19/2011	<a href="#">Delete</a>   <a href="#">Resend</a>

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**The College of William & Mary**

<a href="#">Joe Frick</a>   Counselor
<b>School Report</b>
<b>Optional Report</b>
<b>MidYear Report</b>
<b>Final Report</b>

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution does not require teacher evaluations but will accept up to a total of 3 teacher evaluations. If you wish to have additional recommendations submitted, click the 'Add Recommendation' button and select additional teachers.

<a href="#">Jennifer Koritor</a>   Teacher	Assigned: 10/19/2011	<a href="#">Remove</a>
<b>Recommendation</b>	<b>Not Started</b>	

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>>> *continued*

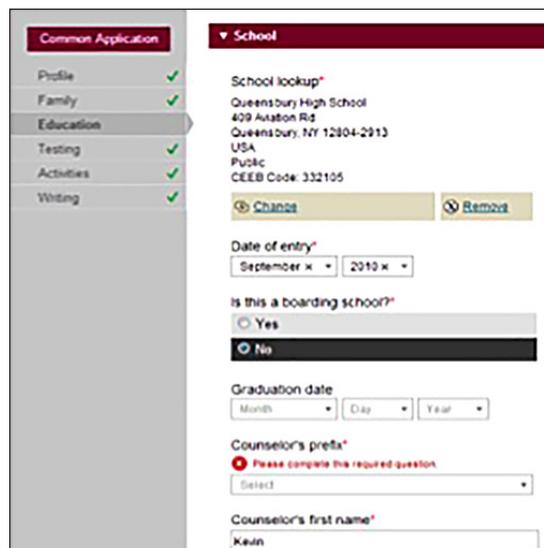
## Common Application: Complete All Sections

- 1 **Profile**
- 2 **Common App Fee Waiver:** (if applicable) sign digitally so that your counselor can waive your application fee. *(Write your name in the signature box.)*

- 3 **Family**

- 4 **Education:** To complete this section you will need:

- > Your cumulative GPA: this can be found on your transcript. Please select the GPA scale of 100.
- > If you have taken Honors, AP classes or College Now classes, please check with your counselor to find out if your GPA is weighted.
- > Does your school rank?
- > Your current year courses: list every academic class you are taking this semester (do not list Gym or Internships). You must indicate which are Regents, Honors or AP. If none are, simply list courses.
- > \_\_\_\_\_'s contact information is entered for Counselor. *(See Info listed below)*



Counselor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

School Address: \_\_\_\_\_

- 5 **Testing:** If most of your schools are SAT Optional—don't add them to your application.
- 6 **Activities:** The Activity Section can be the most important of your application.
  - > Write detailed explanations of your activities, including work experience; this is significant to your application—review carefully.
  - > Put your activities in order of importance—the order matters! Put you favorite or most impressive first.
- 7 **Writing**
  - > Upload a revised & edited essay.
  - > Lastly, be sure you give special attention to each college's supplement!!
  - > Edit & revise everything. Have someone else read it before submitting. Every detail counts.