COMMON APP GUIDE: Use firefox or Internet browser 9 (google chrome and Internet browser 10 have had issues)

www.commonapp.org

Click **"Create an account"** button

1. Account creation
   - Check **"applicant"** option
   - Check both boxes (email/agreement)
   - Check "**address box**"
   - Check **"applying a first year student"**
   - → click **"create"**
2. Click College Search Tab
   - Enter in school name, then search, check box and click add
   - Click on "criteria" tab to enter more schools
3. Click on My Colleges Tab and answer questions for each school along with FERPA by clicking "preferred term" button in blue
   - Recommend waiving rights to view letters of recommendation to ensure accurate report of you to college.
4. Dashboard tab and view deadlines
5. Click on Profile and enter demographic, parent, and school information
6. Under Education: for CBO → mark "0"
7. Under Grades:
   - Class rank: none
   - Graduating class size: 61
   - GPA Scale: 4.0
   - Course Credit value: 1.0
8. Current Year Courses: report number of courses you are enrolled in: "6"
9. Honors:
   - Dean's list
   - National Honor's Society
   - CSF
10. Self report test scores:
    - If you have taken the SAT several times, then I'd recommend selecting "no" because common app requires you to list all the times you took SAT.
11. Additional Info: can add anything extra (i.e., any specific circumstances, description of life at ANA, time management and independence, etc.
12. Essay: 650 words and choose one of 5 prompts (receive prompt in essay writing workshop)
    - Single space, hit return two times between paragraphs, no tabs/indents at paragraph.
      - 30 minute time limit, so save app and work on essay in word document and use single space to help with formatting
      - Save doc in (txt) format

- Re-open txt document, read for accuracy and copy/paste into app.

Tips when using Common App:

1. **Avoid traffic jams on server:** November 1, November 15, November 30, December 1, December 30, January 1, January 5, and January 15.
2. **Use Firefox or Internet Explorer 9 browser**
3. **Don't touch text boxes on your personal statement**. Editing your personal statement within the tiny text box could cause formatting issues. Format everything in document and then save to text file. It may look funny in text box, but then hit print preview and see how it appears.
4. **Invite recommenders via Naviance.** If you run into problems with Naviance/Common App then print off recommendation letter and submit via mail.
5. **Carefully Review Print Preview before submitting**
6. **Do not pay twice.** This is a known problem, so don't hit pay twice. If you are not immediately prompted to sign your application, be patient. It may take 24-48 hours for a credit card to clear. Return to the application and continue to the signature page. After 48 hours if you don't see anything for signing, then go to the help desk and report the problem.
7. **Sign your application.** Your application is **NOT** submitted until you have typed your name into the signature space.
8. **Don't forget the writing supplemental essay required for some colleges.** Once you have paid, signed, submitted and received your green check, you can submit part two of the application, which is the Writing Supplement. Once again, generate print preview before hitting the submit button, just in case.

Note: Facebook and Twitter have Common Application updates and notes about current issues.