

# Common Application Instructions

## Start Your Common Application

- Set up your Common App account and complete all parts of the application (except the personal statement as it can be completed later) [www.commonapp.org](http://www.commonapp.org).
- In the Common App, be sure to list **all** the private colleges you will be applying to.
- In the Common App (under assign recommenders), be sure to waive your FERPA rights and check the box that says you understand you won't be able to see your letters of recommendation. If you do not do this, then any/all supporting school documents CAN NOT be submitted electronically through Naviance.
- In the Common App, **do not** list or assign recommenders unless they are community members only. **All** teachers, administrators, counselors, coaches and school employees will be listed in Naviance, **NOT ON THE COMMON APP.**

## Early Decision/Early Action

Early Decision: is binding. If you are accepted to your ED school, you MUST ACCEPT.

Early Action: is non-binding BUT you still apply early. You will hear back earlier than most regular decision students.

- If you are applying Early Decision, you will electronically sign the agreement on the Common App. Be absolutely certain that you want to apply ED before you sign the agreement.
- List your parents' email address and Common App will send them a link to also electronically sign your agreement.
- The college counselor will sign your agreement electronically through Naviance when you stop by the career center to approve submission of all supporting documents with Ms. Hammell.

## College Application Fee Waivers

- Request a college application fee waiver through the Common App if you used a fee waiver for the SAT or ACT test. The college counselor will sign the fee waiver electronically through Naviance when you stop by the career center to approve submission of all supporting documents with Ms. Hammell.
- Paper fee waivers are available in the career center for colleges NOT on the CommonApp. College Board will also send college application fee waivers to your College Board account if you took the SAT/ACT with a waiver. These waivers can be used for private colleges NOT for CSU's or UC's

## Naviance

- Log on to Naviance and match your Common App with Naviance (view video link on Naviance homepage for help).
- After you match Common App with Naviance, you should see all of your Common App schools listed in Naviance under "Colleges I'm Applying To". Make sure to also add any UC's, CSU's, and other non-common app colleges to your college list too. (view video link on Naviance homepage for help). You will not be able to delete colleges from this list, so see the college counselor if you need to delete a college.
- On your college application list, there is a column titled "Applying via the Common App?" If there is a hyperlink there, click on it and set it to "yes" or "no". Keep in mind, if you answer "NO" then your supporting school documents cannot be submitted electronically through Naviance.

- On Naviance, (just below your list of colleges) you will need to request recommendations from your teachers. You really should have a face to face conversations with them first, before sending them an electronic email request for a recommendation.

### **Letters of Recommendation (LOR)**

- Fill out an LOR form, attach your resume and make copies. Give a copy to each teacher, administrator, counselor or coach that you asked to write a LOR for you.
- Be sure to ask and give your recommenders the completed LOR form with your resume at least 3 weeks in advance of your earliest deadline.
- Check periodically with the college counselor from time to time to see if all your LOR's have been uploaded to Naviance by your recommenders or just ask your individual recommenders if they already uploaded their LOR and let the college counselor know.

### **Transcripts**

- Your transcript is uploaded and submitted through Naviance by the college counselor.

### **Submitting Supporting School Documents**

- The college counselor will complete the School Profile and upload it to Naviance.
- When you have submitted your college application(s) and all your supporting school documents have been uploaded to Naviance, you need to see Ms. Hammell to have them electronically submitted through Naviance. **NOTE: Ms. Hammell will NOT submit supporting docs through Naviance over Christmas break, so do NOT wait until the last day before break to request submission, as there can be complications with the Naviance system as deadlines approach or I may be absent.**

### **Test Scores**

- Although you may have self-reported your SAT and ACT test scores on your college application, you will still need to request official scores be sent directly from College Board and ACT office to each school you apply to.

### **Mid-Year Reports**

- The college counselor will upload your transcript and complete the Mid-Year report.
- Mid-year reports must include your transcript showing the 1st semester grades of your senior year, which generally is not available to submit until the end of January.

### **General School Information**

- ❖ Address: 1000 Coffee Road, Modesto, CA 95355
- ❖ Phone: 209-576-4245
- ❖ School Code: 052000
- ❖ Ms. Hammell's email: hammell.c@monet.k12.ca.us