

# Instructions for getting started on the Common App web site

Go to [www.commonapp.org](http://www.commonapp.org)

*There are many sections to the Common Application. If you have any questions for us PLEASE ASK!*

## **Navigation tabs:**

### **Dashboard**

When you log-on to Common App, Dashboard will be the first screen you see. This is where you can see the status of your application, including your supplements. HINT: this is a way to start a college tracking system!

### **My Colleges**

Once you add colleges- selecting which ones you want to apply to- they will show up here. You can click on the colleges in this area to add components to the application (like supplements).

**Common Application** (the sections below are all included in the application. You need to complete each section before you can submit the application)

### **College Search**

This is how you find the colleges you want to add- search by name or by state

## **I. Registering for a Common App account**

1. To the right of the screen, click APPLY NOW. Follow instructions to register for an account.
2. Use your Fontbonne or a professional email address. COLLEGES WILL SEE THIS EMAIL ADDRESS. Once you choose your password, write it down!
3. Continue to fill in your personal information. You are applying as a **First-Year Student**. You are an **Applicant planning to enroll within the next 12 months**. Check off the two boxes in agreement with their policies. It is VERY important that you do not make any errors, including capitalization, in this section- you WILL NOT be able to change it later.

## **I. Completing the Common App**

*There are many sections to the Common App, make sure you're completing them to the best of your knowledge. If something is missing, don't worry, it will automatically save and you can go back to that section or question when you have the information on hand.*

### **Profile**

- Self-explanatory, this is all your personal information, including your address, contact details, demographics, geography, language and citizenship. If you think you qualify for a Common App Fee Waiver, please see your counselor

### **Family**

- You will need to know your parent's occupation and if/where they went to college, and when they attended and graduated
- Same thing for your sibling's education

### **Education**

- Remember- the school's CEEB code is 330705.

- Our address is 9901 Shore Road Brooklyn, NY 11209
- Information for Mrs. Sollazzo: Director of College Advisement and Student Support Services, sollazzo@fontbonne.org, 718-307-5812
- Information for Ms. Stevenson: School Counselor, stevenson@fontbonne.org, 718-765-1816
- The school's fax number is 718-745-3841.
- **We do not report Class Rank.**
- The graduating **class size** is 107, your GPA is weighted out of 100
- When you are filling in your Current Year Courses, make sure to choose ALL courses that are graded
- Remember to capitalize the first letter of your courses!
- For Honors you should list all ACADEMIC awards (Honor Roll, Perfect Attendance, Science Fair Honors, etc.)

### Testing

- *YOU will report your OFFICIAL Test Scores. Respond NO to both questions.*
  - **How to report your OFFICIAL Test Scores**



### Activities

- Remember to write the hours per week that you participate in an activity, and the weeks per year. **THERE ARE 52 WEEKS IN A YEAR.**
- If you don't remember exactly, use an estimate.

### Writing

- Choose the statement/question you've based your essay off of
- Below CUT and PASTE your essay from a Word doc
- It may NOT be longer than 650 words

### Courses and Grades

- Some colleges might require this section, if they do, email your counselor for an unofficial copy of your transcript

## **II. Adding schools to your Common App list**

1. Add a school to your list so you can link your Common App account with your Naviance account. This allows us to submit your letters of recommendation and transcripts. Use the COLLEGE SEARCH tab at the top of the page to add ONE school you KNOW you will be applying to.

## **III. Signing your FERPA waiver**

*FERPA stands for Family Educational Rights and Privacy Act. It is a law that protects your rights as a student to have ownership of your school records. This means that you need to waive your rights in order for colleges to look at your transcripts and for your teachers to share academic information about you. There is a section on the Common App where you can waive your rights. Without doing this, your teachers and counselors cannot send out your transcripts or letters of recommendation. **Please note: the Education section of the Common App needs to be complete before you sign your FERPA waiver.***

1. Click on **one** school you are applying to. Locate the tab on the left that says "Assign Recommenders".
2. On the next page, under the heading "FERPA release authorization" click the blue link that says "release authorization".

3. Read the directions on the next page and click the box on the left on the first page and second page. Once you click the box on the second page, a statement will appear about waiving your rights. **CLICK THE FIRST BUBBLE SAYING YOU WAIVE YOUR RIGHTS. IF YOU MAKE A MISTAKE, YOU CANNOT GO BACK AND FIX IT.** The reason you waive your rights is to let colleges know that you have not read your recommendation letters ahead of time and you did not influence what the teacher has written.
4. Click the last box on the page, sign your name, and submit the form.
5. Once you see the green check mark next to “FERPA release authorization”, **sign into your Naviance account. IT IS VERY IMPORTANT TO LINK YOUR NAVIANCE ACCOUNT WITH THE COMMON APP.**
6. On the left side of the screen, click “Colleges that I am applying to”. There will be a place for you to enter your email address. Enter your email address and click MATCH.

Once you click MATCH, your list of colleges in Common App should appear in your Naviance account. This is how you can manage your applications and deadlines.

LAST PART: At the bottom of the page, there is a section for **Teacher Recommendations**. Click the “add/cancel requests” link. **Add your teachers** (*do not add your counselor*) who agreed to write your recommendations. This sends a link and reminder to your teachers so they can upload your letters. **Make sure you thank them in the optional dialogue box on the right.**

#### **IV. Additional information to complete your application**

In order to submit your entire application, every section in the Common App AND in each individual college, supplements included, need to be completed.

##### **Submit**

- You will not be able to submit your application to individual schools until all three sections are complete
- Once you finish and submit the supplements, complete the payment and school forms section, then you can submit

##### **Supplements**

- You will need to check for supplements for each college. Some will require that you complete another short answer or small essay
- Some may ask you to upload a graded paper (we can scan these for you)
- **You are required to complete each supplement before submitting your application**

#### **SUBMIT APPLICATIONS AND SUPPLEMENTS-FINAL SUBMISSION OF COLLEGE APPLICATIONS**

*There are two ways to submit supplements and your application. (Some web browsers are not compatible with Common App. keep this in mind if you are having trouble seeing your PDF Preview or a PAY button.)*

- 1. Submit on the Dashboard-make sure to PREVIEW your entire application-get your credit card ready!**
- 2. Submit under My Colleges-again make sure to PREVIEW all aspects of the application-get your credit card ready!**