



COMMON APP CHECKLIST

BEFORE YOU START YOUR APPLICATION

- Gather the following items before officially starting your application:
 - Copy of Your High School Transcript
 - Current Course List
 - List of Extracurricular Activities (work, volunteer, family obligations)
 - Academic Honors
 - Parent/Legal Guardian Information (occupation, employment status, and education level)
 - Active Email Address
 - Active Phone Number
 - Full Address
 - Social Security Number (SSN)
 - Alien Registration Number (if you are a Permanent Resident)
 - Visa Type and Expirations (for non-permanent residents with Visas)
- Create **your account**. Be sure to write down your username and password for future logins.
- Continue to **explore colleges** that accept Common App and build your college list.

COMPLETING YOUR APPLICATION






- Add your colleges** using the "Add" button within Common App's search engine result list or "Add to My Colleges" button from the individual college's information screen.
- Look into your colleges' individual requirements** like recommendation or essay details. Every college has their own recommendation process. You can find more details within the "College Information" page. Similarly, colleges can all have their own **essay requirement** which is also displayed in the **requirements grid** for every college. The requirements grid is a useful listing of deadlines, supplemental components, application fees (if any), and more for each college!
- Get familiar with the method for inviting recommenders.**
- Stay organized** with the "**My College**" tab.
- Review your application.** Review it again! Once an application is submitted, it cannot be un-submitted so please make sure all your components are there and look great before hitting submit. Current seniors should be **applying for Fall 2021.**









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HELPFUL VIRTUAL RESOURCES

-  [Common App's First Time Students Guide](#): Includes helpful video tutorials and step-by-step instructions starting from creating an account through submitting the final application
-  [Common App's College Planning Resources For Families](#)
-  [Understanding Recommendations & FERPA Waiver](#)
-  [Common App's YouTube Resource Page](#)
-  [Common App's Student Solution Center](#)

OTHER IMPORTANT NOTES AND TIPS

-  Be mindful that **every college has their own requirements and supplemental component** that **MUST be completed** before your application can be submitted. Keep track of those different requirements to avoid any missed deadlines and delays in submitting your application.
-  Common App colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. If you feel that your financial circumstances might **qualify you for an [application fee waiver](#)**, you can request a fee waiver in the Common App fee waiver section in the **"Profile" section**. Once you have submitted your request, your counselor will be asked to complete a fee waiver form to affirm your request for a fee waiver.
-  Additionally, you are able to contact the colleges that required an application fee to request a fee waiver directly from the institution.
-  **Due to COVID-19 many colleges have decided to temporarily change their standardized testing policy to test blind or test optional.** With this in mind, do not forget to **research the colleges** that you are applying to in order to **verify their testing policy**. Keep in mind, there are limited testing sites available for those who opt to complete a standardized test (SAT/ACT). However, your safety is your first priority so research the colleges' policies before committing to testing.

