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 2022.**

COMMON APP CHECKLIST

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 (SATACT). However, your safety is your first priority so research the colleges' policies before committing to testing.

Student Leadership Network
The Young Women's Leadership Schools
Young Women's Leadership Network
CollegeBound Initiative