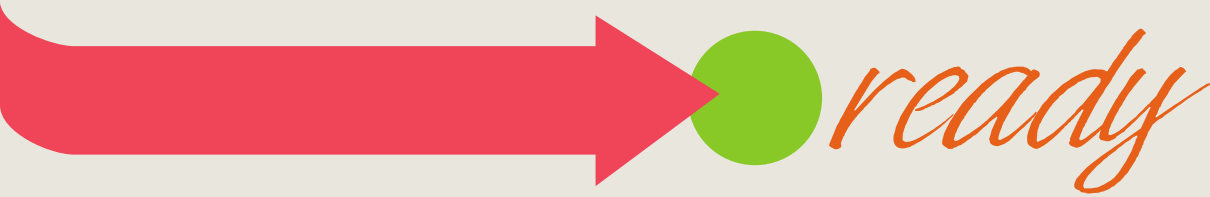


GETTING STARTED WITH THE COMMON APP AND NAVIANCE

Starting the Application Process

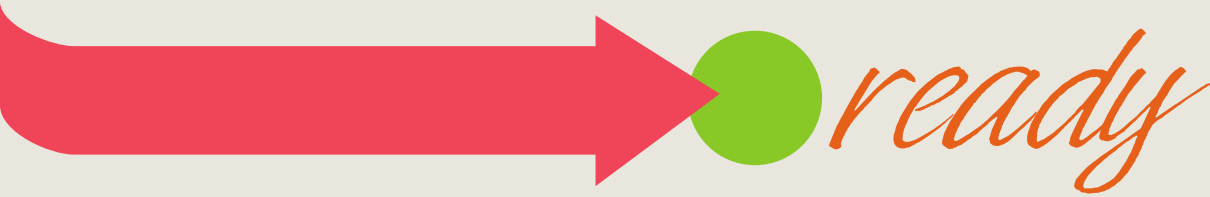
- Begin in **Naviance** then move to the College Application and/or Common App. site.
- **If** you've already applied you **need** to complete the Naviance recordkeeping process.
- If you **fail** to complete this process you are at risk of your college not receiving a transcript.

This is extremely important and YOUR Responsibility!



Login to **YOUR** Naviance Account

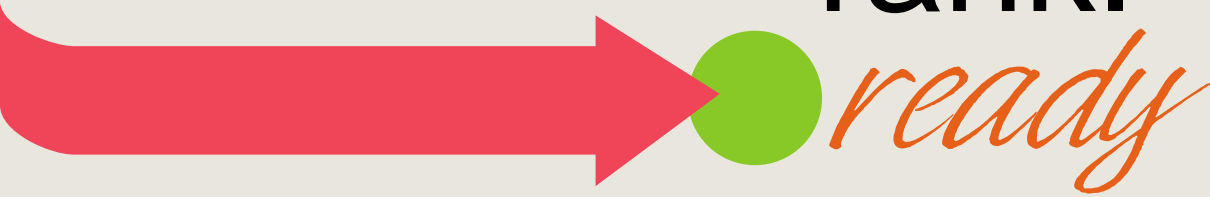
- Naviance is **Your** Portal to College/Scholarship sites.
- Naviance is **Your** College Application Recordkeeping site.
- Website:
<https://connection.naviance.com/family-connection/auth/login/?hsid=kingshs>



Important Transcript Information

Kings High School does
NOT report class rank.

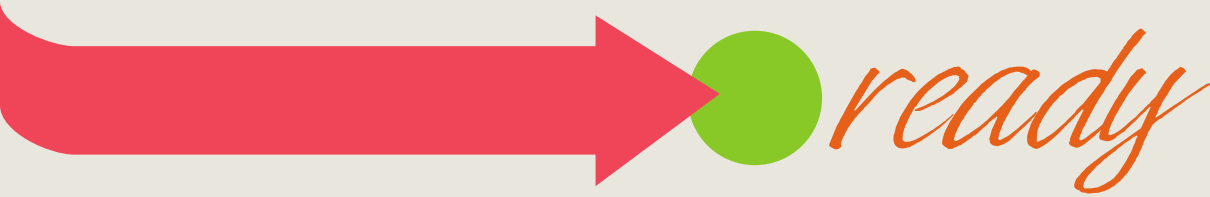
All transcripts will be
submitted without a class
rank.



Important Transcript Information

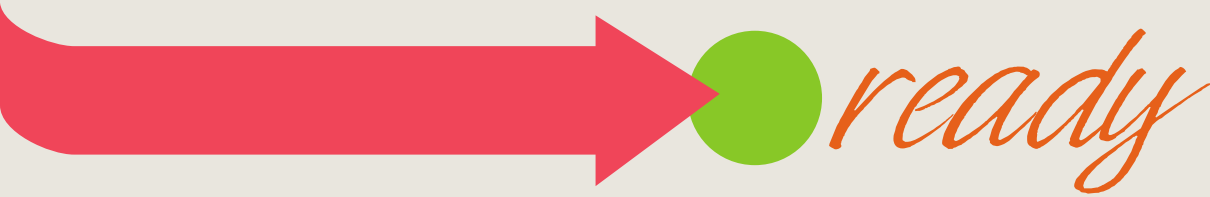
Kings High School does **NOT**
print ACT or SAT scores on
transcripts.

You **MUST** request scores
through **ACT** or **CollegeBoard**.



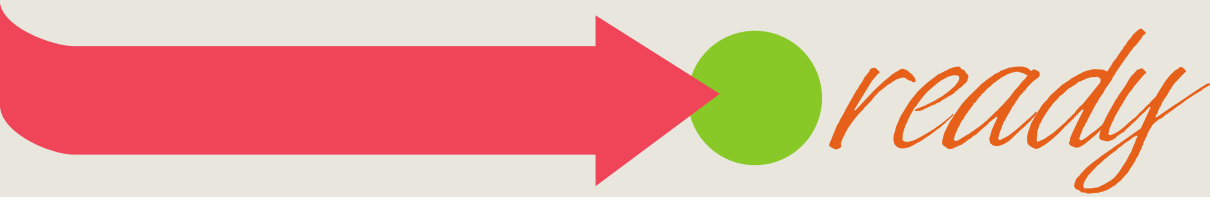
Naviance: Go to the 'college' tab

- If you already have colleges listed in your '**Colleges I'm thinking about**' section follow these instructions:
 - Note: If you don't have any colleges listed go to slide 7.



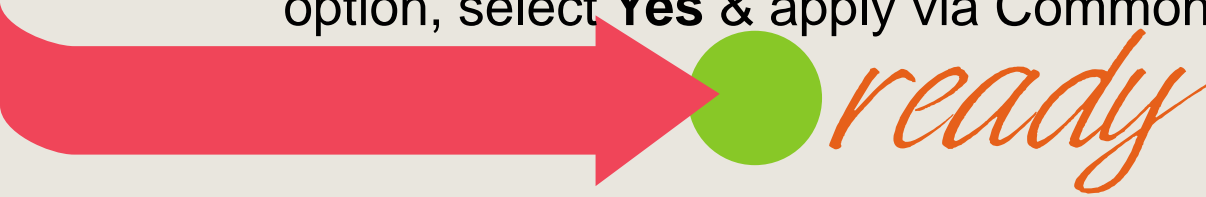
Moving Colleges from 'Colleges I'm thinking about' to 'Colleges I'm applying to'

- Click the '**Colleges I'm thinking about**' link under **my colleges** on your **Colleges** page.
- Check the College(s) you want to move to Application list.
- Click '**Move to Application List**' box.
- Go to '**Colleges I'm applying to**' section.
- Be sure to select **Type** for how you are applying.
- Check to **request** Transcript and
- If you are **definitely** going to apply to a particular school – Check
 - '**I have submitted my application**'
 - By checking these boxes your counselor will know to send your transcript and other required items.



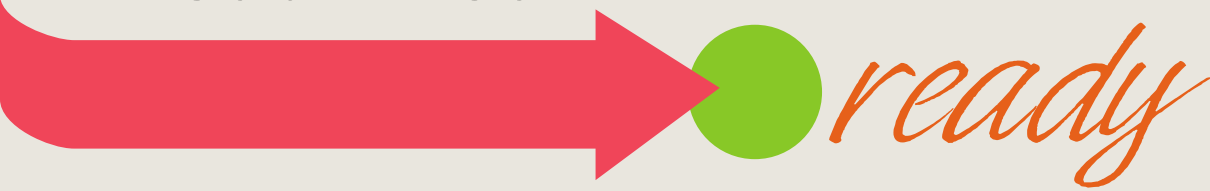
Adding NEW College Applications & Transcript Requests in Naviance

- Click the '**Colleges I'm Applying To**' link under **my colleges** section.
- Click '**+add to this list**', small link under heading.
- Indicate the decision Type from the drop-down menu.
- Check the box to request a transcript
- Click '**Lookup**', be sure to use this feature.
- Search by name, alpha browse, etc. to find a college.
- Click the name of the college which fills in that college's name in the box.
- Check the box '**I have submitted...**' if you are definitely applying.
- Indicate whether you are applying via Common App by selecting **Yes/No** from the drop-down menu. (Given the option, select **Yes** & apply via Common App)



Requesting Teacher Recommendations in Naviance- New this Year! (end of Aug.)

- You will be able to request recommendations for specific colleges.
- You will be able to see the number of recommendations required by the colleges and request only what is required.
- Teachers will see the exact date and time of the request.
- Students will see when letters are submitted.



Screen Shot of Naviance Letters of Recommendation

family connection

home

courses

colleges

careers

about me

my planner

Letters of recommendation

Add new request

Here you can ask a teacher to write a letter of recommendation for schools in your Colleges I'm Applying To list. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?*

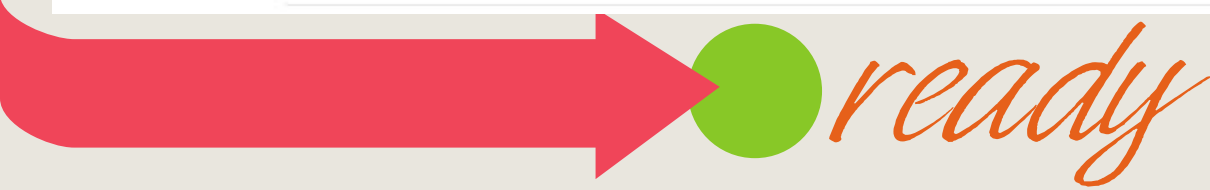
Virginia Dean

Cancel

Save

2. Select which college(s) this request is for:*

<input type="checkbox"/> All	Colleges I'm Applying To ▾	Due ↕
<input type="checkbox"/>	Bates College 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input checked="" type="checkbox"/>	George Mason University 2 required / 2 allowed / 0 requested	Jan 15, 2017
<input type="checkbox"/>	Fashion Institute of Design and Merchandising - Orange County 2 required / 3 allowed / 0 requested	Jan 15, 2017
<input checked="" type="checkbox"/>	St. Lawrence University 2 required / 3 allowed / 0 requested	Feb 01, 2017



Screen Shot cont.

family connection

[home](#)[courses](#)[colleges](#)[careers](#)[about me](#)[my planner](#)

👍 Way to go! **Virginia Dean** will be notified of this recommendation request for **3 colleges**.

Letters of recommendation

Your requests

You can track the most recent status of your teacher recommendation requests here.

Showing 17 requests [Add Request](#)

Recommendation For ▼	Deadline ↕	Recommender(s)	Status ⓘ	Cancel Request
Bates College 2 required / 3 allowed / 3 requested	Jan 01, 2017	Really Long Named T... Cheryl Rostad John Vine	Requested In Progress Submitted	✕ ⊖ ⊖
George Mason University 2 required / 2 allowed / 2 requested	Dec 01, 2016	Virginia Dean John Vine	Requested Submitted	✕ ⊖
Fashion Institute of Design and Merchandising - Orange County 2 required / 3 allowed / 3 requested	Jan 01, 2017	Virginia Dean Cheryl Rostad John Vine	Requested In Progress Submitted	✕ ⊖ ⊖
St. Lawrence University 2 required / 3 allowed / 2 requested	Jan 01, 2017	Virginia Dean Cheryl Rostad	Requested In Progress	✕ ⊖

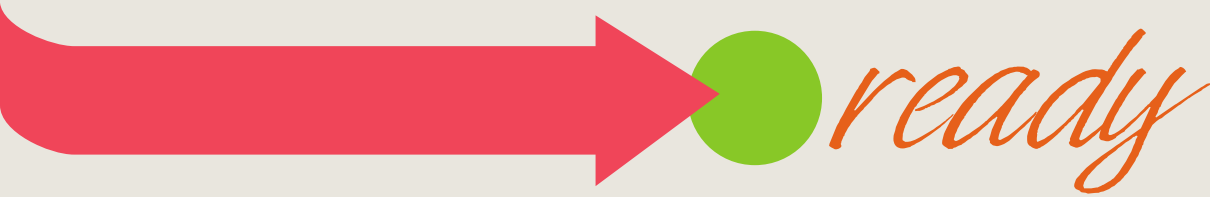


ready

Requesting Teacher Recommendations in Naviance

- From the '**Colleges I'm Applying To**' list, go to the '**Letters of Recommendation**' section.
 - **Add New Request** button.
 - Choose a teacher from the drop-down menu.
 - Select school where letter needs to be sent.
 - Enter a personal note, optional.
 - Repeat steps for up to four (4) teachers.
 - Click the **Add Request** button to complete the process.

Note: Once a teacher submits the recommendation it is locked and cannot be undone. **Choose wisely!**



Now you are Ready to Apply to College

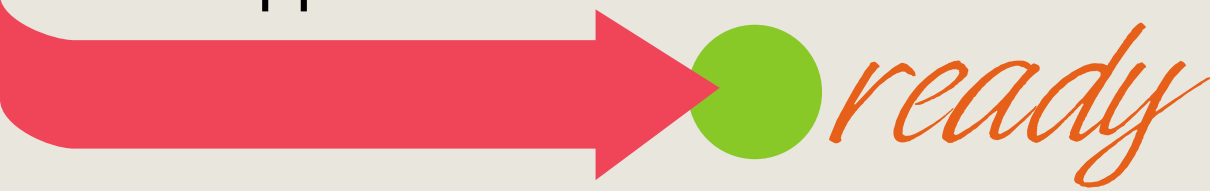
- You should have your Naviance college information recorded then,
- If the school is **NOT** a Common App(CA) school, Click on your college's link in your Naviance account (A new tab will open, don't close the Naviance tab.) and locate their online application **or**
- If it **is** a CA school - Open a New Tab & go to www.commonapp.org to begin your CA. (don't close the Naviance tab) Note: Coalition Application is now an option, see next slide.



Coalition Application Information

2016-17 will be the first year for the new Coalition for Affordability, Access and Success application. While Naviance does not have a partnership with the Coalition, students will be able to indicate in their account if they plan to apply via the Coalition application.

- After adding a Coalition member institution to the “Colleges I’m Applying To” list in Family Connection, students can specify if they are applying via the Coalition.
- Counselors and counseling staff can see this information when reviewing students’ “Active Applications”.



Screen Shot- Submitting Applications

[home](#) [courses](#) [colleges](#) [careers](#) [about me](#) [my planner](#)

search for colleges:

[MORE SEARCH OPTIONS >>](#)

Tell us how you're submitting these applications

This tells your counselor how to submit your transcripts and other materials to institutions ⓘ

Adelphi University

I'll submit my application:

- ☒ via Common App
- ☐ directly to the institution
- ☐ I'm not sure yet

Clemson University

I'll submit my application:

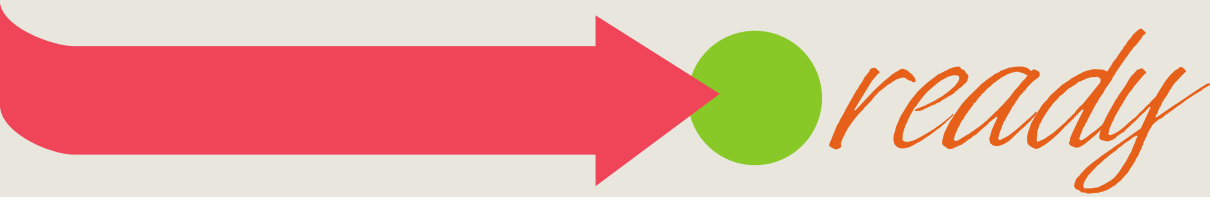
- ☐ via Coalition App
- ☐ directly to the institution
- ☒ I'm not sure yet (**Important!** If you don't decide before materials must be sent, your materials might not reach the institution on time.)

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

- > [SuperMatch™ college search](#)
- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)

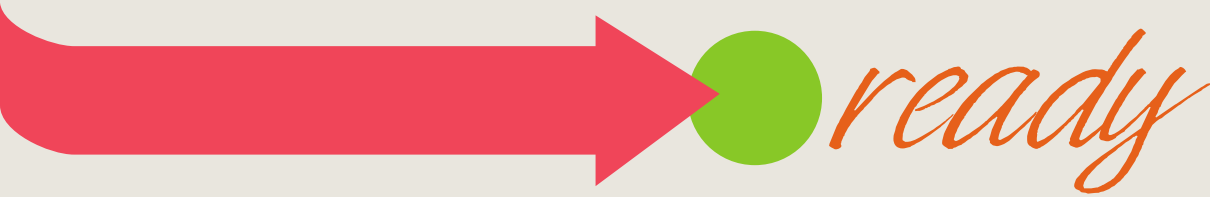


Submitting Applications cont.

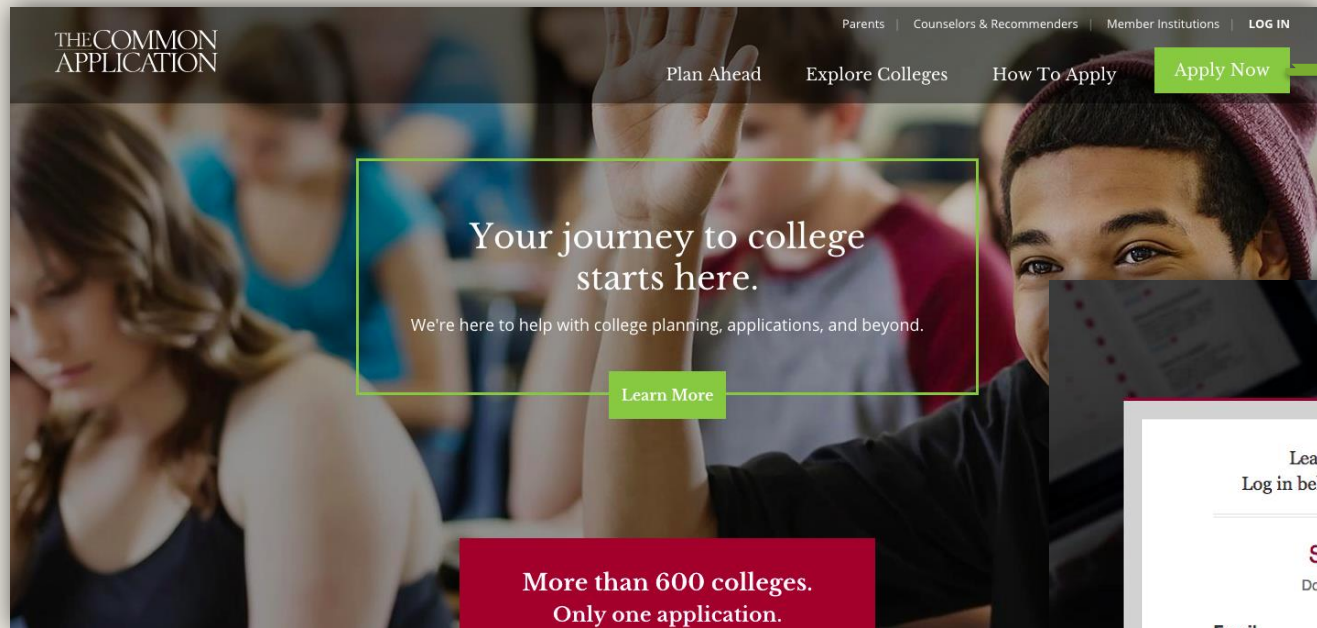
Students can indicate if they are applying via The Common Application or The Coalition Application in Family Connection. Ex: Clemson University via the Coalition



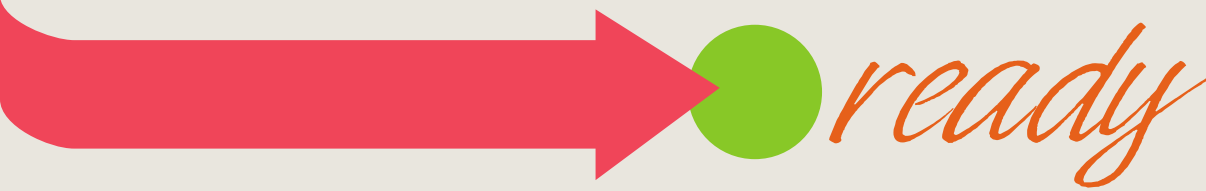
Icon that will appear in Naviance when a student indicates he/she is applying via The Coalition Application



Go to www.commonapp.org

A screenshot of the Common App login form. At the top, it says 'THE COMMON APPLICATION'. Below that, it says 'Learn. Explore. Grow. Focus. Apply. Log in below, or create an account to get started.' There's a section titled 'Sign In to My Application' with a link 'Don't have an account? [Create an Account](#)'. Below this are two input fields: 'Email' and 'Password'. At the bottom right, there's a 'Sign In' button. There are also links for 'Need Help?' and 'Forgot password?'.

Pro tip: Bookmark
apply.commonapp.org
for easy sign in once
you've registered.



Create an account

THE COMMON APPLICATION

Account Creation

1 Login Credentials > 2 Registration Information

Email Address *

Re-type Email Address *

Password *

Re-type Password *

We collect your email address and share it with the colleges to which you apply so that the colleges can communicate with you directly regarding your application. We don't share your information with third parties for marketing or promotional services. [Privacy policy.](#)

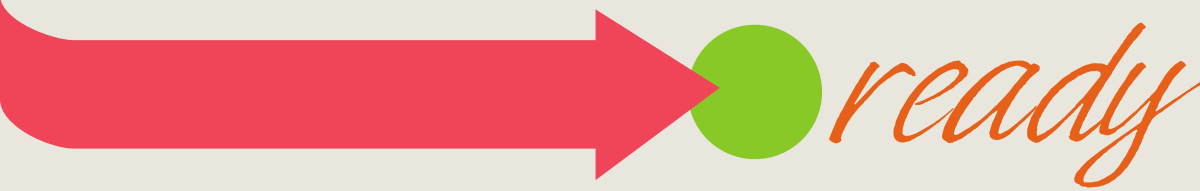
To help protect the security of your account, passwords must meet the following requirements:

- Length between 8 and 16 characters
- At least one upper case alphabetic character
- At least one lower case alphabetic character
- At least one numeric character
- At least one of the following characters: ! @ # \$ % ^ & *
- No space characters

[Cancel](#) [Continue](#)

Be sure you have only ONE account. Having more than one could cause issues with your college applications.

- Use an email address that you will check frequently.
- Follow the guidelines to create your password. Write it down if you need help remembering.



Create an account

Account Creation

1 Login Credentials > 2 Registration Information

Enter name exactly as it appears on official documents.
Do not use nicknames.

First/given name *

Tania

Last/family/surname *

Johnson

Address *

Enter address

Sex: * ☐ Male ☒ Female [Clear](#) [i](#)

Phone *

+1 703-236-0000

Date of birth *

August 1 1997

I am applying as

a: * ☒ First-Year Student ☐ Transfer Student [Clear](#)

☒ The colleges that I am considering for application may communicate with me by email prior to submission of my application (you can subsequently change your response to this question in your account settings).

☐ By checking this box, you represent that (i) you are age 13 or older and (ii) you have read, understood and agreed to the terms and conditions of the [License Agreement](#) and [Privacy Policy](#) (unless you are over the age of 13 but under the age of 18, in which case, your parent or legal guardian has also read, understood and agreed to the terms and conditions of the [Privacy Policy](#) and [License Agreement](#) sections).

[Back](#) [Create](#)

Pro-tip: Use your **legal name** for this section. You'll be able to provide a preferred name/nickname later.

Application and financial aid deadline reminders can be helpful.

ready

Create an account

The screenshot displays the 'Account Creation' interface. At the top, there are two steps: '1 Login Credentials' and '2 Registration Information'. The 'Registration Information' step is active. The main form area contains fields for 'First/given name' (filled with 'Tania'), 'Last/family/surname' (filled with 'Johnson'), 'Address' (with an 'Enter address' button), 'Sex' (radio buttons for Male and Female), 'Phone' (with a country code dropdown and a number field), and 'Date of birth' (with month, day, and year dropdowns). A modal titled 'Address Information' is open, showing fields for 'Country' (dropdown with 'United States of America'), 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State' (dropdown with 'Select'), and 'Zip code'. At the bottom of the modal are 'Cancel' and 'Continue' buttons. The background form also has an 'I am applying as' section with radio buttons for 'First-Year Student' and 'Transfer Student', and a 'Clear' link. At the very bottom, there is a warning message: 'You must answer all required questions denoted by * and correct any errors before continuing with the creation of your account.' and 'Back' and 'Create' buttons.

Account Creation

1 Login Credentials > 2 Registration Information

Enter name exactly as it appears on official documents.
Do not use nicknames.

I am a(n): *

First/given name *
Tania

Last/family/surname *
Johnson

Address *
Enter address

Sex: *
☐ Male ☐ Female

Phone *
+1 703-236-0000

Date of birth *
August 1 19

I am applying as
a: *
☐ First-Year Student ☐ Transfer Student
[Clear](#)

Address Information

Country *
United States of America

Address Line 1 *

Address Line 2

Address Line 3

City

State
Select

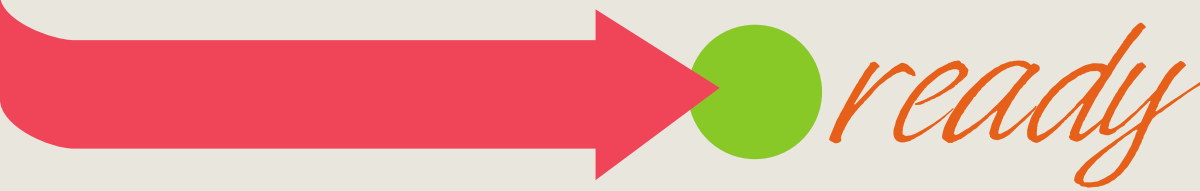
Zip code *

[Cancel](#) [Continue](#)

Warning: You must answer all required questions denoted by * and correct any errors before continuing with the creation of your account.

[Back](#) [Create](#)

Pro-tip: You'll also need to provide your mailing address.



Welcome to your account

The screenshot shows the 'THE COMMON APPLICATION' dashboard. At the top right, it says 'Welcome, Tania! First Year | CAID 14711110' next to a 'Sign Out' button. Below this is a navigation bar with tabs: 'Dashboard' (selected), 'My Colleges', 'Common App', and 'College Search'. The main content area features a 'Welcome!' message with a green border, explaining the dashboard's purpose and listing three key actions: starting application questions, adding colleges, and getting help. To the right, there's a 'Instructions & Help Center' section with links to 'What are the Writing Requirements?' and 'Where are the application requirements for a specific school listed?'. A large red arrow at the bottom points towards the word 'ready' in a cursive font.

THE COMMON APPLICATION

Welcome, Tania!
First Year | CAID 14711110

Sign Out

Dashboard My Colleges Common App College Search

Welcome!

Welcome to the Common App! The Common App dashboard is the central location to monitor your applications, including deadlines, requirements, and progress. The menu across the top will navigate you to different parts of the system to complete your application components.

- You can start answering application questions on the Common App tab
- You can add colleges on the College Search tab
- You can get help using the Help Center on the right side bar

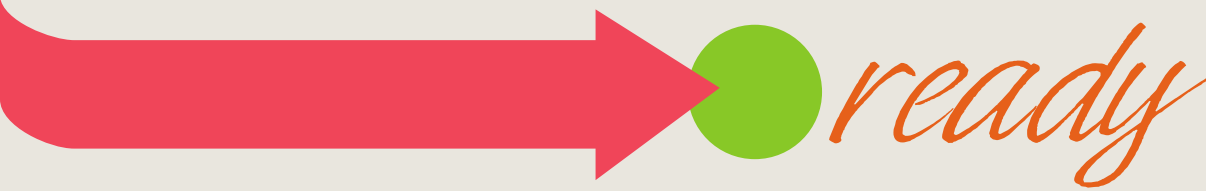
Once you have added colleges, you will see them displayed here on the Dashboard and be able to review requirements specific to each of them on the My Colleges tab.

Instructions & Help Center

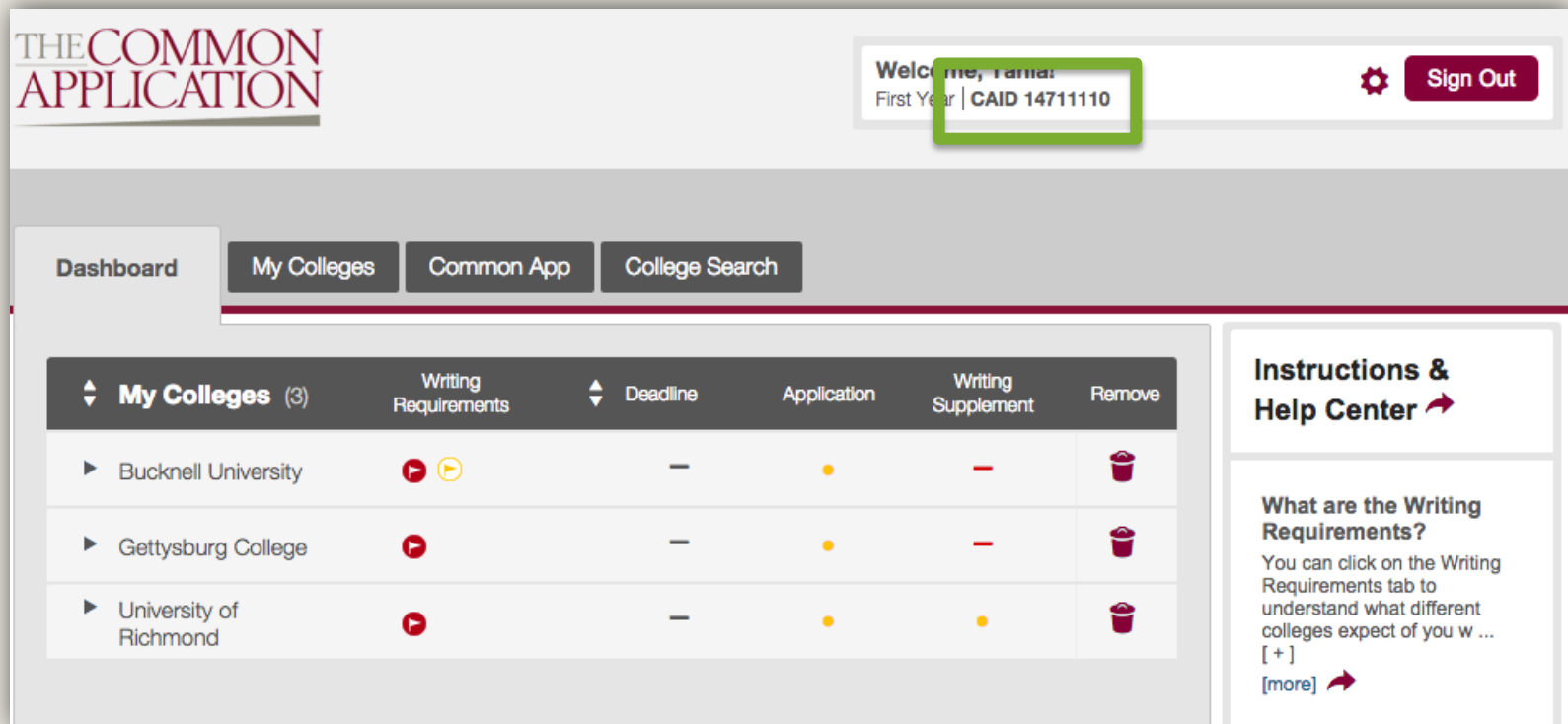
What are the Writing Requirements?
You can click on the Writing Requirements tab to understand what different colleges expect of you w ...
[+]
[\[more\]](#)

Where are the application requirements for a specific school listed?

Pro-tip: Welcome message appears during your first account sign-in and until you add a college.



Get to know the Common App

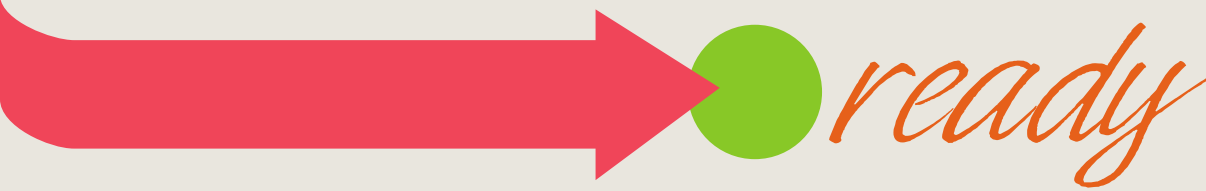


The screenshot shows the Common App dashboard. At the top left is the logo "THE COMMON APPLICATION". At the top right, a user profile box displays "Welcome, Rama!" and "First Year | CAID 14711110", with the CAID number highlighted by a green box. Next to it are a gear icon and a "Sign Out" button. Below the header is a navigation bar with tabs: "Dashboard" (selected), "My Colleges", "Common App", and "College Search". The main content area features a table titled "My Colleges (3)".

My Colleges (3)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
▶ Bucknell University	▶ ▶	—	●	—	🗑️
▶ Gettysburg College	▶	—	●	—	🗑️
▶ University of Richmond	▶	—	●	●	🗑️

On the right side, there is a section titled "Instructions & Help Center" with a link to "What are the Writing Requirements?". Below this, it says "You can click on the Writing Requirements tab to understand what different colleges expect of you w ..." followed by "[+]" and a "[more]" link with a right arrow.

Pro-tip: Your Common App ID is a unique identifier that will help colleges match your application with supporting documents.

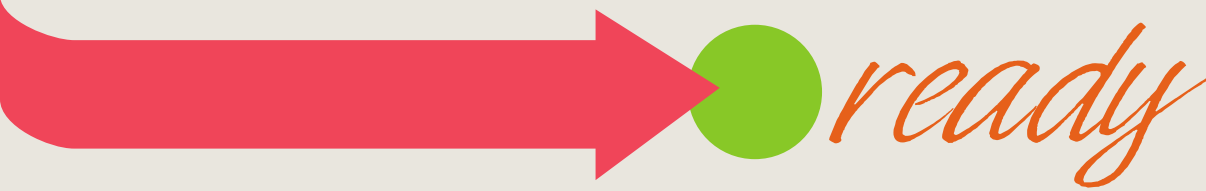


Get to know the Common App

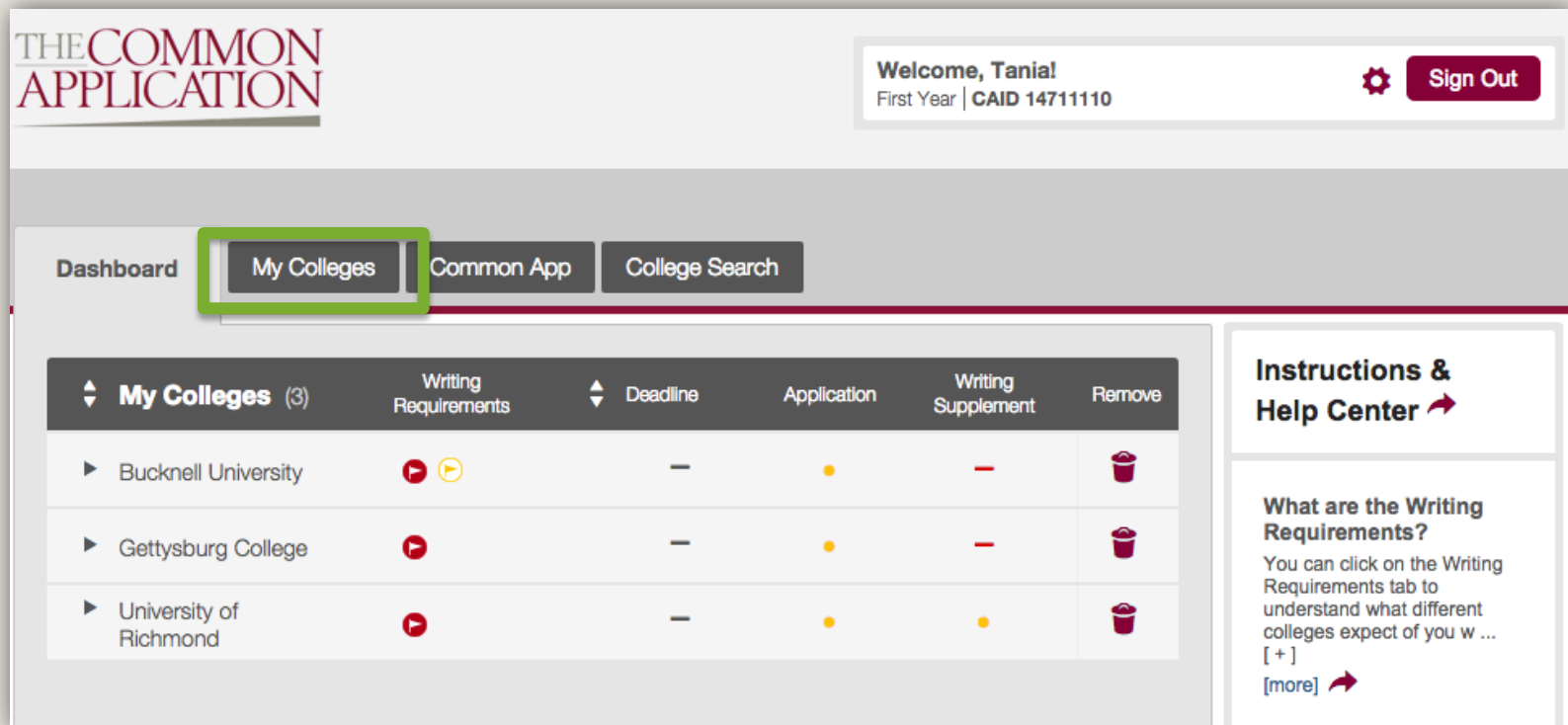
The screenshot shows the Common App dashboard. At the top left is the logo "THE COMMON APPLICATION". At the top right, a user profile box says "Welcome, Tania!" and "First Year | CAID 14711110", with a gear icon and a "Sign Out" button. Below this is a navigation bar with four tabs: "Dashboard" (highlighted with a green box), "My Colleges", "Common App", and "College Search". The main content area features a table titled "My Colleges (3)". The table has columns for "Writing Requirements", "Deadline", "Application", "Writing Supplement", and "Remove". It lists three colleges: Bucknell University, Gettysburg College, and University of Richmond. To the right of the table is a sidebar with the heading "Instructions & Help Center" and a link to "What are the Writing Requirements?".

My Colleges (3)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
▶ Bucknell University	▶ ▶	—	●	—	🗑️
▶ Gettysburg College	▶	—	●	—	🗑️
▶ University of Richmond	▶	—	●	●	🗑️

Pro-tip: The Dashboard provides a snapshot of all your colleges.



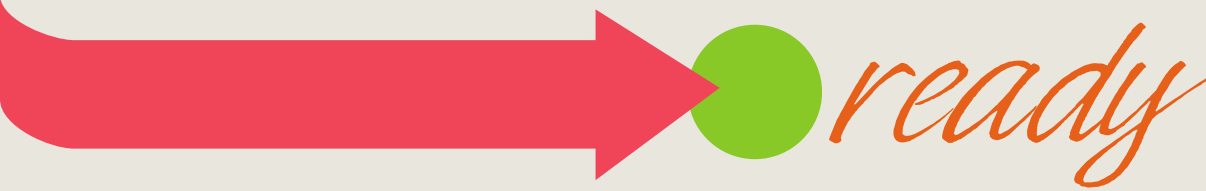
Get to know the Common App



The screenshot shows the Common App dashboard interface. At the top left is the logo 'THE COMMON APPLICATION'. At the top right, a user greeting says 'Welcome, Tania!' with 'First Year | CAID 14711110' and a 'Sign Out' button. Below this is a navigation bar with 'Dashboard', 'My Colleges' (highlighted with a green box), 'Common App', and 'College Search'. The main content area features a table titled 'My Colleges (3)' with columns for 'Writing Requirements', 'Deadline', 'Application', 'Writing Supplement', and 'Remove'. The table lists three colleges: Bucknell University, Gettysburg College, and University of Richmond. To the right of the table is a sidebar with 'Instructions & Help Center' and a section titled 'What are the Writing Requirements?' with a brief explanation and a '[more]' link.

My Colleges (3)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
▶ Bucknell University	▶ ▶	—	●	—	🗑️
▶ Gettysburg College	▶	—	●	—	🗑️
▶ University of Richmond	▶	—	●	●	🗑️

Pro-tip: My Colleges lists detailed information and requirements for all of your colleges.



Get to know the Common App

THE COMMON APPLICATION

Welcome, Tania!
First Year | CAID 14711110

Sign Out

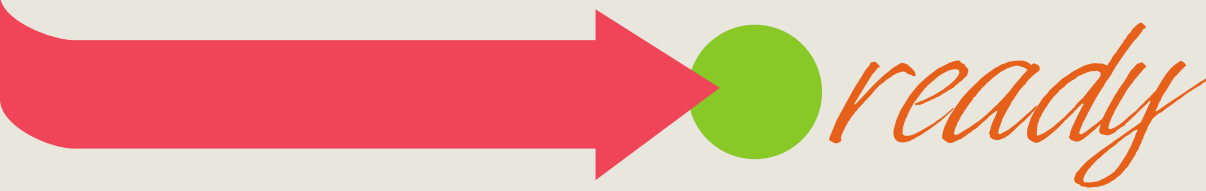
Dashboard My Colleges Common App **College Search**

My Colleges (3)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
▶ Bucknell University	🔴 🟡	—	●	—	🗑️
▶ Gettysburg College	🔴	—	●	—	🗑️
▶ University of Richmond	🔴	—	●	●	🗑️

Instructions & Help Center ➡

What are the Writing Requirements?
You can click on the Writing Requirements tab to understand what different colleges expect of you w ...
[+]
[more] ➡

Pro-tip: The College Search tab is used to search for colleges that you would like to add to your My Colleges list.



Get to know the Common App

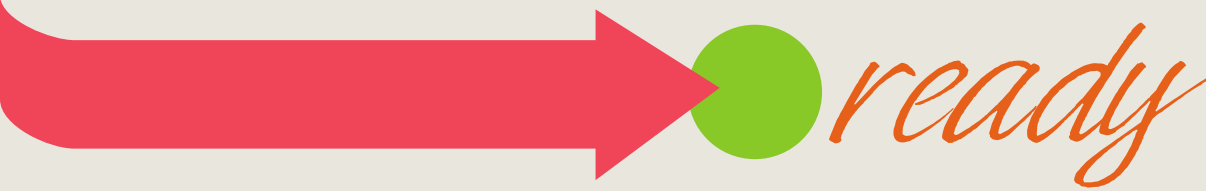
The screenshot shows the Common App dashboard for a user named Tania, a first-year student with CAID 14711110. The dashboard includes a navigation bar with 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. A table titled 'My Colleges (3)' lists three colleges: Bucknell University, Gettysburg College, and University of Richmond. Each college entry has icons for 'Writing Requirements', 'Deadline', 'Application', 'Writing Supplement', and a 'Remove' button. A green box highlights the 'Instructions & Help Center' link in the right sidebar, which includes a sub-link 'What are the Writing Requirements?' and a brief description of the writing requirements tab.

My Colleges (3)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
▶ Bucknell University	🔴 🟡	—	●	—	🗑️
▶ Gettysburg College	🔴	—	●	—	🗑️
▶ University of Richmond	🔴	—	●	●	🗑️

Instructions & Help Center ➡

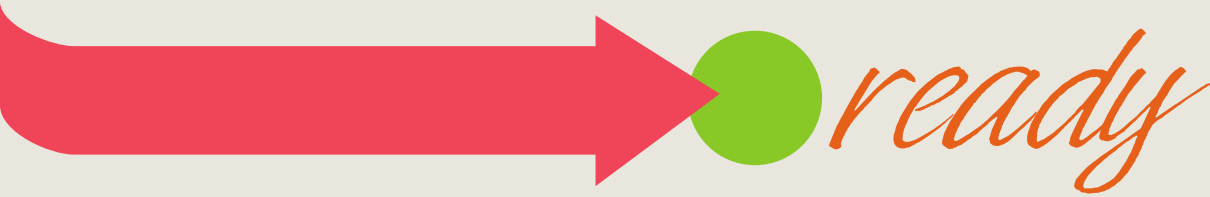
What are the Writing Requirements?
You can click on the Writing Requirements tab to understand what different colleges expect of you w ...
[+]
[more] ➡

Pro-tip: The Instructions and Help Center link appears in the same place on every page of your application. Help is available when you need it, where you need it, 24/7/365.



Information you'll need to begin

- Your Naviance login information
- Copy of your high school transcript
- List of senior year courses
- List of your activities, work, and family obligations
- Standardized test scores and dates
- Parent/guardian educational history and occupation/employer information
- Sibling grade level and educational information



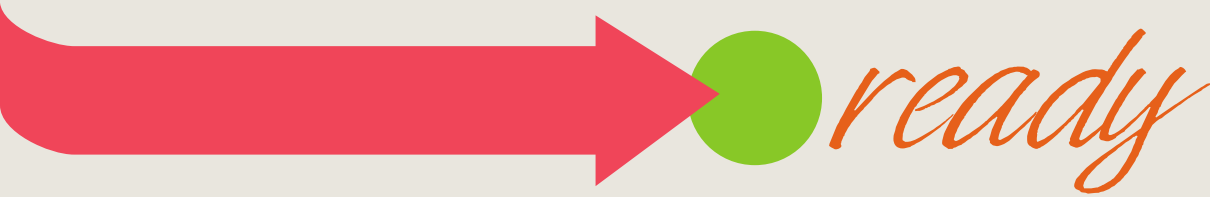
Applicant Solutions Center

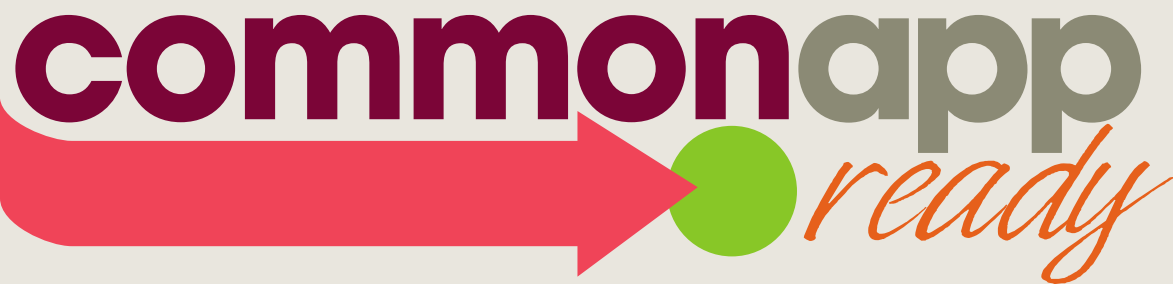
Help when
you need
it, where
you need it

24/7
Every day
of the year

FAQs
Videos
Chat
Email


<https://appsupport.commonapp.org>






SEARCHING FOR &
ADDING COLLEGES

Navigate to the College Search tab



Welcome, Tania!
First Year | CAID 14711110














 [Sign Out](#)

Dashboard

My Colleges

Common App

College Search


My Colleges (3)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
▶ Bucknell University	 	—			
▶ Gettysburg College		—			
▶ University of Richmond		—			

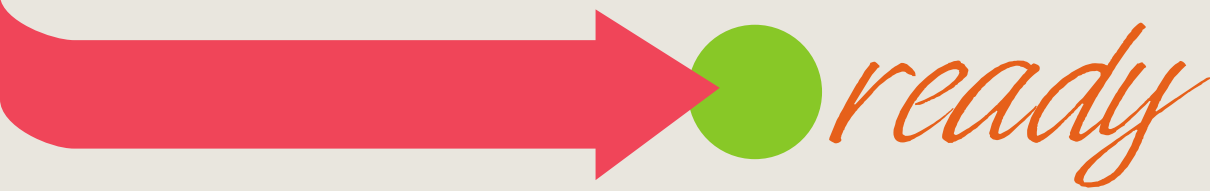
Instructions & Help Center

What are the Writing Requirements?

You can click on the Writing Requirements tab to understand what different colleges expect of you w ...

[+]

[\[more\]](#) 



Select criteria to search

The screenshot shows a web application with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'College Search' section is active, displaying a 'Criteria' form. On the left, a sidebar has 'Criteria' (highlighted in maroon) and 'Result List' (highlighted in dark grey). The 'Criteria' form includes the following fields:

- School or City Name:** A text input field with a green arrow pointing to it from a red circle containing the text 'Use one or more criteria to search'. Below the field is the instruction: 'Separate multiple search terms with a comma, e.g.: Washington, Boston'.
- Country:** A dropdown menu with 'Select' as the current value.
- US State:** A dropdown menu with 'Virginia' selected and a close button (x).
- Distance from ZIP:** Two dropdown menus, both with 'Select' as the current value, followed by a 'Miles from' field with the value '00000-0000'.
- Term:** Three radio button options: 'Fall 2016', 'Spring 2016', and 'Other 2016'.
- Applicant Type:** Two radio button options: 'First Year' and 'Transfer'.
- Deadline on or after:** A text input field with the placeholder 'mm/dd/yyyy'.

At the bottom right of the form are two buttons: a blue 'Clear' button and a maroon 'Search' button. A green arrow points from a green circle containing the text 'Click Search to begin the process' to the 'Search' button. A large red arrow points from the bottom left towards a green circle, which is part of the word 'ready' written in a large, orange, cursive font.

Review Result List...

[illegible]

ready

...then click Add...

Dashboard

My Colleges

Common App

College Search

Criteria

Result List

Result List

Member Name

Location

Country

Type

Christopher Newport University

i

Emory & Henry College

i

Hampden-Sydney College

i

Hollins University

i

Marymount University

i

Old Dominion University

i

Randolph College

i

Randolph-Macon College

i

Roanoke College

i

Sweet Briar College

i

Newport News - VA

Emory - VA

Hampden-Sydney - VA

Roanoke - VA

Arlington - VA

Norfolk - VA

Lynchburg - VA

Ashland - VA

Salem - VA

Sweet Briar - VA

USA

USA

USA

USA

USA

USA

USA

USA

USA

USA

Coed

Coed

Men

Women

Coed

Coed

Coed

Coed

Coed

Women

request information

college's website

Add

33

...and success!

Make sure the colleges you have listed match your list in Naviance!

<input type="checkbox"/>	Member Name	Location	Country	Type
<input type="checkbox"/>	The College of William & Mary <i>i</i>	Williamsburg - VA	USA	Coed
<input type="checkbox"/>	University of Mary Washington <i>i</i>	Fredericksburg - VA	USA	Coed
<input type="checkbox"/>	University of Richmond <i>i</i>	Richmond - VA	USA	Coed
<input checked="" type="checkbox"/>	University of Virginia <i>i</i>	Charlottesville - VA	USA	Coed
<input type="checkbox"/>	Virginia Commonwealth University			Coed
<input type="checkbox"/>	Washington State University			Coed

College Successfully added

[Result List](#)

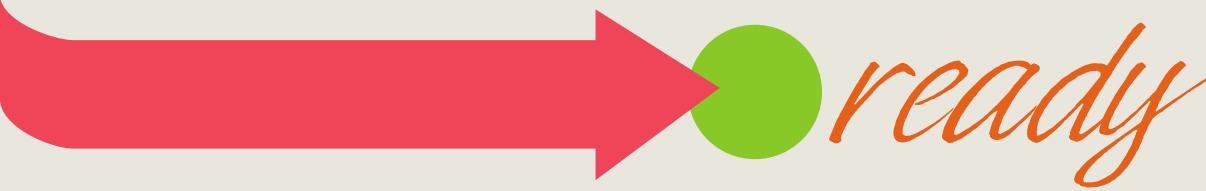
[Dashboard](#)

[Add](#)

1 2

10

Items per page



Return to Dashboard

The screenshot shows a table of colleges with columns for Member Name, Location, Country, and Coed status. The University of Virginia is selected. A green callout bubble points to the 'Dashboard' link in the notification box. A pro-tip box at the bottom right provides additional guidance.

	Member Name	Location	Country	Coed
<input type="checkbox"/>	The College of William & Mary	Williamsburg - VA	USA	
<input type="checkbox"/>	University of Mary Washington	Fredericksburg - VA	USA	
<input type="checkbox"/>	University of Richmond	Richmond - VA	USA	Coed
<input checked="" type="checkbox"/>	University of Virginia	Charlottesville - VA	USA	Coed
<input type="checkbox"/>	Virginia Commonwealth University			Coed
<input type="checkbox"/>	Washington State University			Coed

College Successfully added

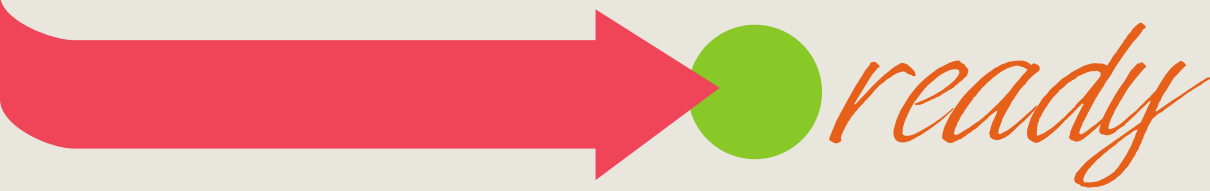
[Result List](#) [Dashboard](#)

Add

1 2

Pro-tip: Click on Result List to add additional colleges from search.

Click on Dashboard to view My Colleges list



Navigate to My Colleges

Dashboard My Colleges Common App College Search

NGU Undergraduate Program +

Training University +

University of Richmond +

University of Virginia -

Application
(0 of 3 Completed)

☐ Questions

☐ Recommenders and FERPA

☐ Review and Submit - Common App

Contact Info

Phone: (434) 982-3200
Fax: (434) 924-7674

Application Deadlines

Fall 2016

First Year
Early Action - 11/01/2015
Regular Decision - 01/01/2016

Required

Application Fees :
First Year Domestic Fee- \$70
First Year International Fee- \$70

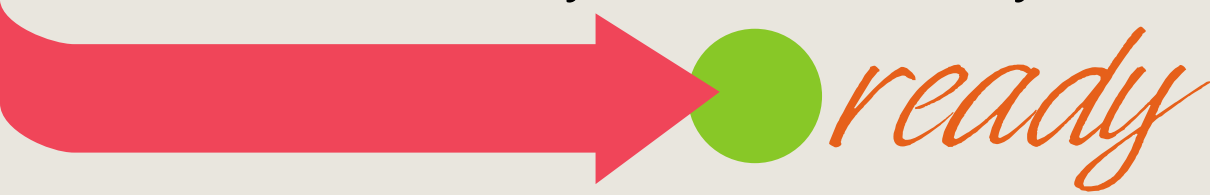
- Add at least one (1) school in your CA **AND** complete the **FERPA** before you can Match your CA account and your Naviance account.
- You **MUST** Match/Link these accounts in order for your counselor to send your transcript electronically.

Pro-tip: Each college has a page that presents deadlines, requirements, and college-specific questions.

ready

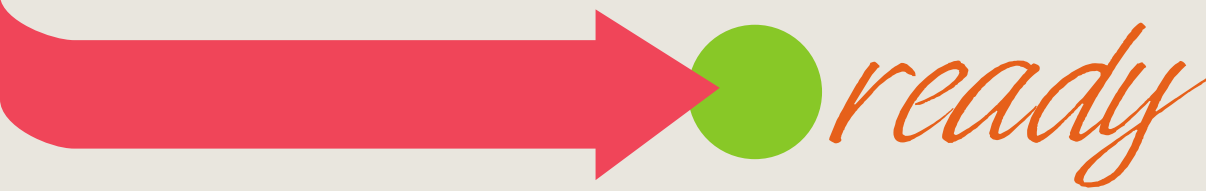
Naviance Matching for Common App

- Click on the link below to view a tutorial on the matching process:
 - <https://vimeo.com/102639828>
- Your Common App email does **not** need to match your Naviance or school email. We recommend you use a **personal** email in case you need to access CA after graduation.
- To Match, you will be asked to enter your Common App email and date of birth. Make sure you use your legal name not a nickname.
 - The email you used when you created your account.

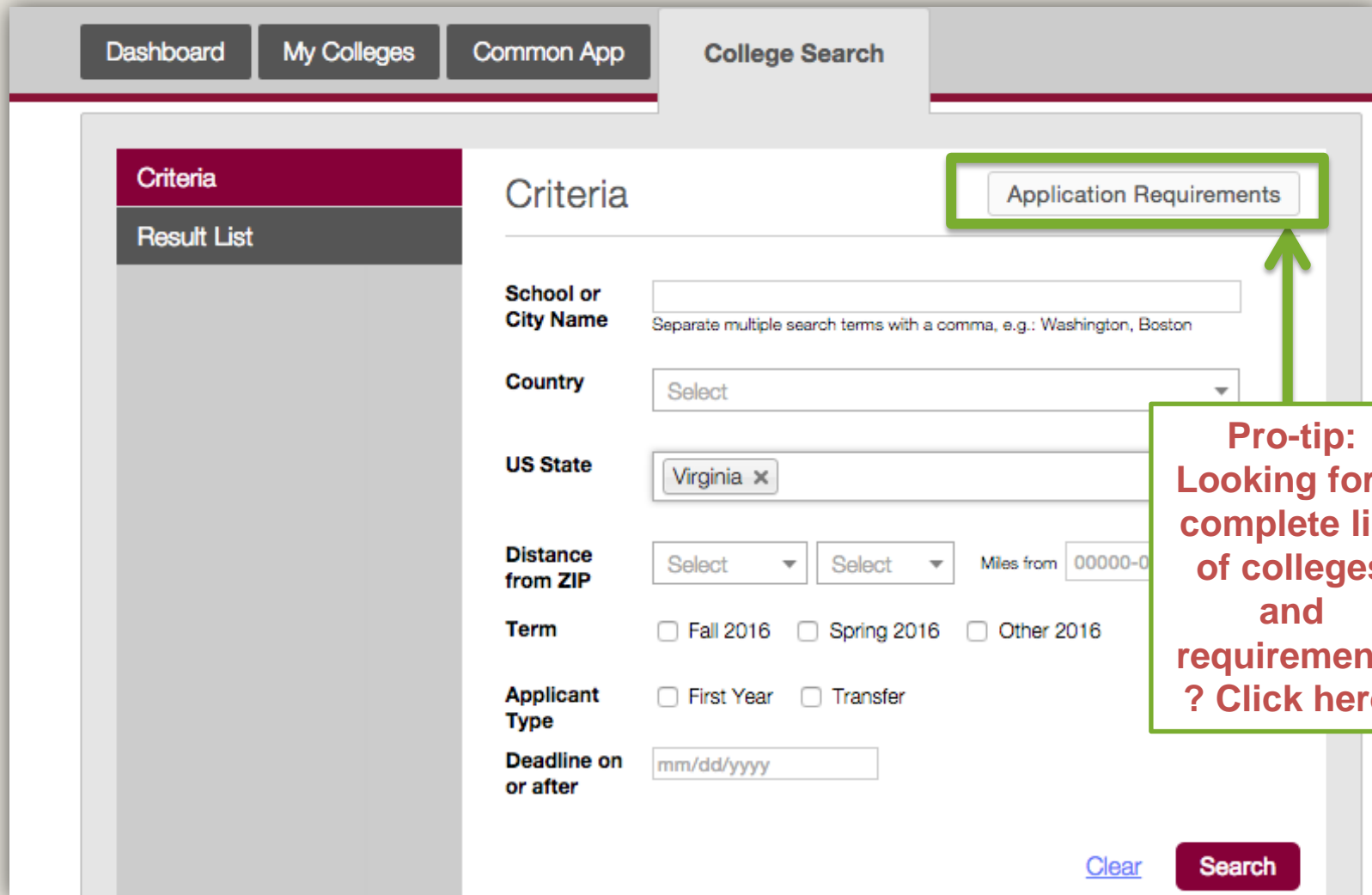


Recommenders in Common App & Naviance

- You will **NOT** be able to assign Counselor or Teacher recommendations using the Common App.
- The Common Application will display the counselor you are assigned to in Naviance at the time you do the account matching.
- If your counselor was updated or changed after you matched the Common App, ask your new counselor to submit your SR, or any other form. Note: the counselor information will update in the CA to show the new counselor.



Application Requirements



The screenshot shows a web application for finding colleges. At the top, there are navigation tabs: 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'College Search' tab is active. On the left, there is a sidebar with two main sections: 'Criteria' (highlighted in maroon) and 'Result List' (highlighted in dark grey). The main content area is titled 'Criteria' and contains several search filters: 'School or City Name' (text input with a hint to use commas), 'Country' (dropdown menu), 'US State' (dropdown menu with 'Virginia' selected), 'Distance from ZIP' (two dropdown menus and a 'Miles from' input), 'Term' (checkboxes for 'Fall 2016', 'Spring 2016', and 'Other 2016'), 'Applicant Type' (checkboxes for 'First Year' and 'Transfer'), and 'Deadline on or after' (text input with a date format hint). At the bottom right of the criteria section are 'Clear' and 'Search' buttons. A green rectangular box highlights the 'Application Requirements' link in the top right corner of the criteria section. A green arrow points from a tip box to this link.

Criteria

Application Requirements

School or City Name

Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

Select

US State

Virginia x

Distance from ZIP

Select Select Miles from 00000-0

Term

☐ Fall 2016 ☐ Spring 2016 ☐ Other 2016

Applicant Type

☐ First Year ☐ Transfer

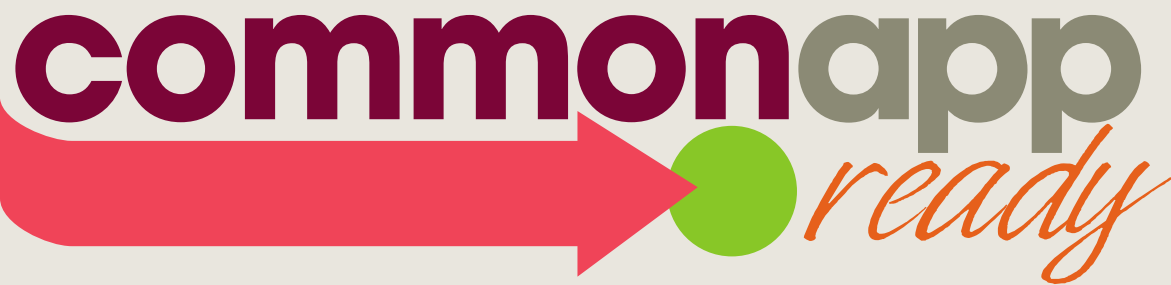
Deadline on or after

mm/dd/yyyy

Clear Search

Pro-tip:
Looking for a
complete list
of colleges
and
requirements
? Click here.

 *ready*



THE PROFILE SECTION

Profile Section overview

The screenshot displays the user interface of THE COMMON APPLICATION. At the top left is the logo. The top right shows a welcome message for 'Tania! First Year | CAID 8235' and a 'Sign Out' button. A green arrow points from the title to the 'Common App' tab in the navigation bar. Below the navigation bar, the 'Common Application' section is active, with a sidebar menu where 'Profile' is highlighted with a green box. The main content area shows the 'Profile' section with a 'Preview' button. Under the 'Personal Information' header, there are fields for 'First/given name' (filled with 'Tania'), 'Middle name', and 'Last/family/surname' (filled with 'Johnson'). A right sidebar contains 'Instructions & Help Center' and a 'Question related to sex' section with a '[more]' link.

THE COMMON APPLICATION

Welcome, Tania!
First Year | CAID 8235

Sign Out

Dashboard My Colleges **Common App** College Search

Common Application

- ✓ Profile
- ✓ Family
- ✓ Education
- ✓ Testing
- ✓ Activities
- ✓ Writing

Profile [Preview](#)

▼ **Personal Information**

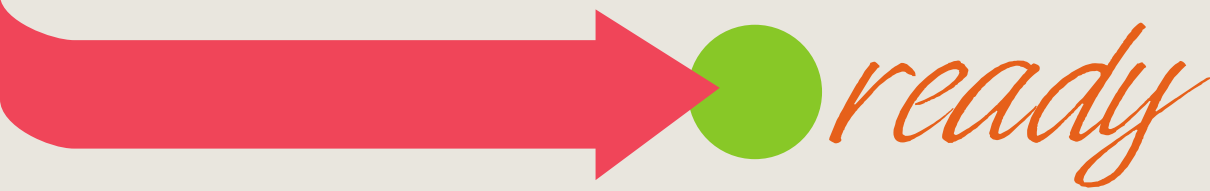
First/given name *
Tania

Middle name

Last/family/surname *
Johnson

Instructions & Help Center ➔

Question related to sex
Federal guidelines mandate that we collect data on the legal sex of all applicants. Please report t ... [+]
[\[more\]](#) ➔



Profile Section overview

The screenshot shows the Common App interface. At the top, there are four tabs: 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'Common App' tab is selected. On the left, under the 'Common Application' header, there is a list of sections: 'Profile', 'Family', 'Education', 'Testing', 'Activities', and 'Writing'. The 'Profile' section is highlighted with a green box. The main content area is titled 'Profile' and lists several sub-sections: 'Personal Information', 'Address', 'Contact Details', 'Demographics', 'Geography', 'Language', 'Citizenship', and 'Scholarship Information'. The 'Scholarship Information' section has a green checkmark next to it. At the bottom of the profile section, there is a red bar with the text '▼ Common App Fee Waiver'.

Dashboard My Colleges Common App College Search

Common Application

- ☒ Profile
- ☐ Family
- ☐ Education
- ☐ Testing
- ☐ Activities
- ☐ Writing

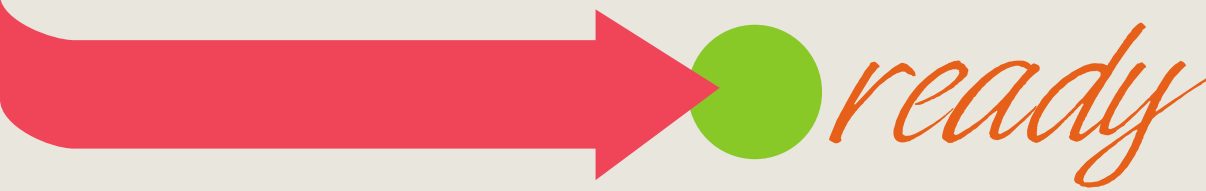
Profile

- ▶ Personal Information
- ▶ Address
- ▶ Contact Details
- ▶ Demographics
- ▶ Geography
- ▶ Language
- ▶ Citizenship
- ▶ Scholarship Information ✓

▼ Common App Fee Waiver

The Profile section includes:

- Personal information
- Your address
- Your phone numbers
- Background
- Languages you speak
- Your citizenship
- Scholarship Information
- Request for a fee waiver



Personal Information

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left, under the 'Common Application' header, there is a sidebar with links to Profile (selected), Family, Education, Testing, Activities, and Writing. The main content area is titled 'Profile' and includes a 'Preview' button. Below this is a section titled 'Personal Information' with a dropdown arrow. The form fields are as follows:

- First/given name *: Tania
- Middle name: (empty)
- Last/family/surname *: Johnson
- Suffix: (empty)
- Preferred name (nickname): (empty)
- Have you ever used any other names? *: No
- Sex *: Female
- Date of birth *: 08/01/1997

At the bottom of the form, there are three buttons: Edit, Back, and Continue. A red arrow points from the 'Continue' button to a circular callout on the right.

Pro-tip: Use your legal name so that colleges can match your application with standardized test scores and other documents.

Move between sections by clicking CONTINUE

[Edit](#) [Back](#) [Continue](#)

ready

Address

Where do you want to receive your mail from colleges?

The screenshot shows the 'Common Application' profile page. The left sidebar has a 'Common Application' header and a list of sections: Profile, Family, Education, Testing, Activities, and Writing. The 'Profile' section is selected. The main content area is titled 'Profile' and has a 'Preview' button. It contains several sections: 'Personal Information' (checked), 'Address' (expanded), 'Contact Details' (checked), 'Demographics' (checked), 'Geography', 'Language', 'Citizenship', and 'Common App Fee Waiver'. The 'Address' section has two options: 'Permanent home address' (with a red asterisk) and 'Alternate mailing address' (with a red asterisk). The 'Permanent home address' is filled with '123 Main Street, Arlington, VA 22201, United States of America' and has 'Edit' and 'Remove' buttons. The 'Alternate mailing address' has two radio button options: 'No alternate address' (selected) and 'Send mail to a temporary or alternate address'. There are 'Back' and 'Continue' buttons at the bottom right. A red circle on the left contains the text 'Where do you want to receive your mail from colleges?'. A red arrow points from this circle to the 'Address' section. Another red arrow points from the 'Address' section to the 'No alternate address' radio button. A large red arrow at the bottom points to a green circle with the word 'ready' in orange script.

Dashboard My Colleges Common App College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Profile Preview

► Personal Information ✓

▼ **Address**

Permanent home address *

123 Main Street
Arlington, VA 22201
United States of America

[Edit](#) [Remove](#)

Alternate mailing address *

☒ No alternate address

☐ Send mail to a temporary or alternate address

[Clear](#)

[Back](#) [Continue](#)

► Contact Details ✓

► Demographics ✓

► Geography

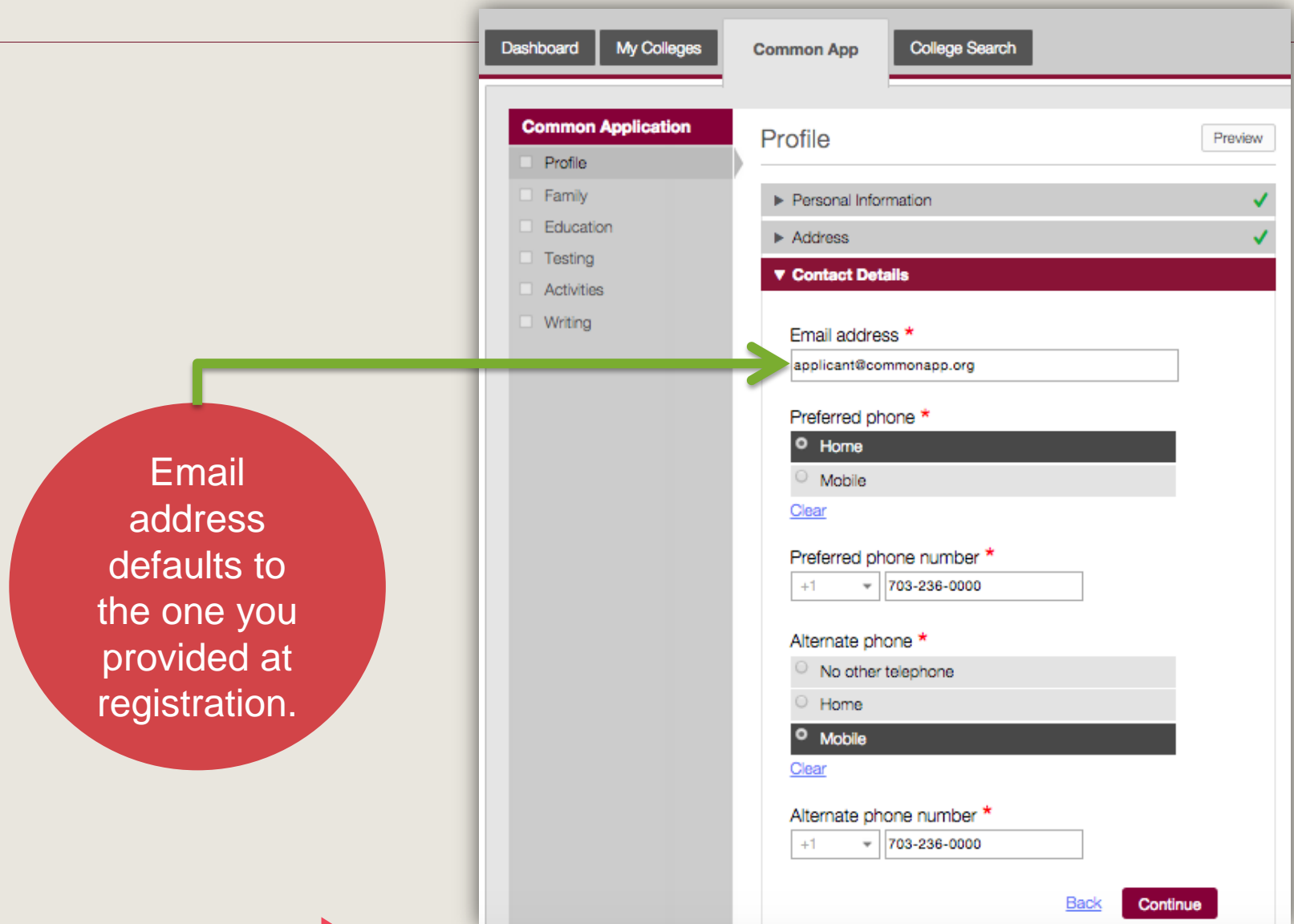
► Language

► Citizenship

► Common App Fee Waiver

ready

Contact Details



The screenshot shows the 'Common App' interface. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The left sidebar, titled 'Common Application', lists sections: Profile, Family, Education, Testing, Activities, and Writing. The 'Profile' section is selected. The main content area, titled 'Profile', has a 'Preview' button and shows sections for 'Personal Information' (checked), 'Address' (checked), and 'Contact Details' (expanded). The 'Contact Details' section contains the following fields:

- Email address ***: A text input field containing 'applicant@commonapp.org'. A green arrow points from a red callout circle to this field.
- Preferred phone ***: Radio buttons for 'Home' (selected) and 'Mobile'.
- Clear**: A blue link.
- Preferred phone number ***: A dropdown menu with '+1' and a text input field containing '703-236-0000'.
- Alternate phone ***: Radio buttons for 'No other telephone', 'Home', and 'Mobile' (selected).
- Clear**: A blue link.
- Alternate phone number ***: A dropdown menu with '+1' and a text input field containing '703-236-0000'.

At the bottom right of the form are 'Back' and 'Continue' buttons.

Email
address
defaults to
the one you
provided at
registration.

ready

Demographics

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left, a sidebar titled 'Common Application' lists sections: Profile (selected), Family, Education, Testing, Activities, and Writing. The main content area is titled 'Profile' and includes a 'Preview' button. It shows progress bars for 'Personal Information', 'Address', and 'Contact Details', all marked with green checkmarks. The 'Demographics' section is expanded, showing questions about religious preference, U.S. Armed forces status, and ethnicity. A disclaimer states that these questions are optional. At the bottom, there are links for 'Edit' and 'Back', and a 'Continue' button.

Dashboard My Colleges Common App College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Profile Preview

- Personal Information ✓
- Address ✓
- Contact Details ✓

Demographics

Religious preference

U.S. Armed forces status

Are you Hispanic or Latino?
No

Regardless of your answer to the prior question, please indicate how you identify yourself. (Select one or more)
Black or African American

Which best describes your Black or African American background?
U.S. / African American

The questions in this section, while helpful to colleges, are entirely optional, and you're welcome to move on without answering them. Before you do, please confirm for us that you've completed this section to your satisfaction. *

Yes, I have completed this section to my satisfaction.

[Edit](#) [Back](#) [Continue](#)

This section is
OPTIONAL
but can be
helpful to
colleges.

 *ready*

Geography

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, and College Search. The left sidebar is titled 'Common Application' and lists several sections: Profile, Family, Education, Testing, Activities, and Writing. The 'Profile' section is currently selected. The main content area is titled 'Profile' and includes a 'Preview' button. Below the title, there are five expandable sections: Personal Information, Address, Contact Details, Demographics, and Geography. The first four sections are expanded and each has a green checkmark to its right. The 'Geography' section is currently collapsed. Below the Geography section header, there are four required fields, each marked with a red asterisk: 'Country of birth', 'City of birth', 'Number of years you have lived in the United States', and 'Number of years you have lived outside the United States'. Each field has a dropdown menu with 'Select' as the placeholder text. At the bottom of the form, there are two buttons: a blue 'Back' button and a red 'Continue' button.

Dashboard My Colleges Common App College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Profile Preview

- ▶ Personal Information ✓
- ▶ Address ✓
- ▶ Contact Details ✓
- ▶ Demographics ✓
- ▼ **Geography**

Country of birth *

Select

City of birth *

Number of years you have lived in the United States *

Select

Number of years you have lived outside the United States *

Select

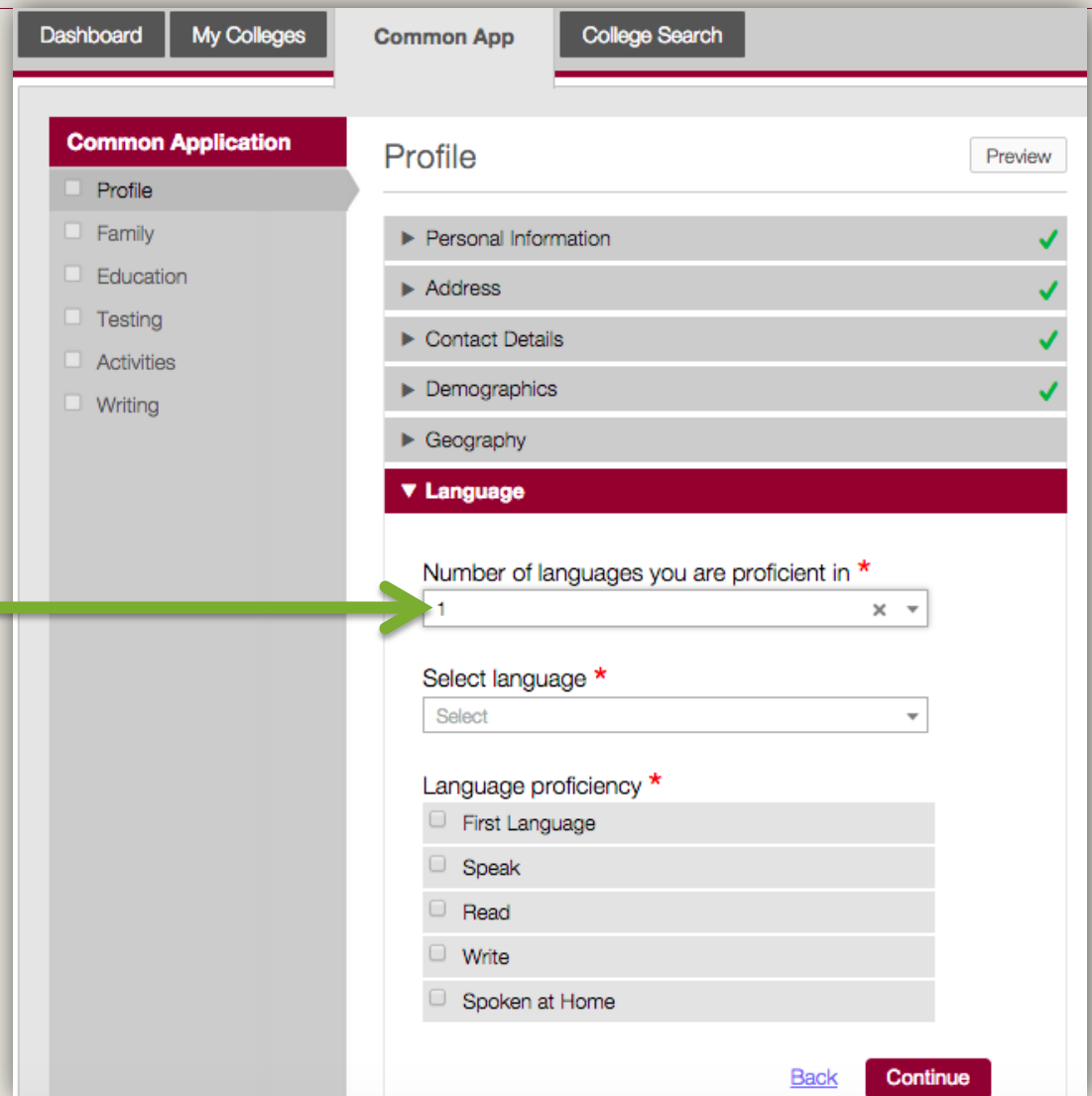
[Back](#) Continue

Tell colleges where you were born and where you have lived.

ready

Language

How many languages do you speak?



The screenshot shows the Common App interface. At the top are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left is a sidebar for the Common Application with sections: Profile (selected), Family, Education, Testing, Activities, and Writing. The main content area is titled 'Profile' and includes a 'Preview' button. It lists several sections with green checkmarks: Personal Information, Address, Contact Details, Demographics, and Geography. The 'Language' section is expanded, showing a form with the following fields:

- Number of languages you are proficient in * (input: 1)
- Select language * (dropdown: Select)
- Language proficiency * (checkboxes for First Language, Speak, Read, Write, Spoken at Home)

At the bottom right of the form are links for 'Back' and a 'Continue' button.

ready

Citizenship

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left, under 'Common Application', there is a sidebar menu with options: Profile (selected), Family, Education, Testing, Activities, and Writing. The main content area is titled 'Profile' and contains several expandable sections: Personal Information, Address, Contact Details, Demographics, Geography, Language, Citizenship (highlighted with a red arrow), and Common App Fee Waiver. The 'Citizenship' section is expanded, showing a dropdown menu titled 'Select your citizenship status *' with options: Select, U.S. Citizen or U.S. National, U.S. Dual Citizen, U.S. Permanent Resident or Refugee, and Other (Non-US). Below the dropdown are 'Back' and 'Continue' buttons.

Dashboard My Colleges Common App College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Profile

- Personal Information
- Address
- Contact Details
- Demographics
- Geography
- Language
- Citizenship**
- Common App Fee Waiver

Select your citizenship status *

Select

- U.S. Citizen or U.S. National
- U.S. Dual Citizen
- U.S. Permanent Resident or Refugee
- Other (Non-US)

[Back](#) [Continue](#)

This is a close-up of the 'Citizenship' dropdown menu. It shows the title '▼ Citizenship' and the prompt 'Select your citizenship status *'. The dropdown list contains the following options: 'Select', 'U.S. Citizen or U.S. National', 'U.S. Dual Citizen', 'U.S. Permanent Resident or Refugee', and 'Other (Non-US)'. Below the list is a 'Common App Fee Waiver' link.

▼ Citizenship

Select your citizenship status *

Select

- U.S. Citizen or U.S. National
- U.S. Dual Citizen
- U.S. Permanent Resident or Refugee
- Other (Non-US)

Common App Fee Waiver



Citizenship

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left, under 'Common Application', there is a sidebar with links to Profile, Family, Education, Testing, Activities, and Writing. The main content area is titled 'Profile' and includes a 'Preview' button. A list of profile sections is shown with expandable arrows and green checkmarks: Personal Information, Address, Contact Details, Demographics, Geography, and Language. The 'Citizenship' section is expanded, showing a dropdown menu for 'Select your citizenship status' with the option 'U.S. Citizen or U.S. National' selected. Below this is a text input field for 'Social Security Number, required if applying for financial aid via FAFSA' with the placeholder 'xxx-xx-xxxx'. At the bottom of the form are 'Back' and 'Continue' buttons.

Dashboard My Colleges **Common App** College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Profile Preview

- ▶ Personal Information ✓
- ▶ Address ✓
- ▶ Contact Details ✓
- ▶ Demographics ✓
- ▶ Geography
- ▶ Language

▼ **Citizenship**

Select your citizenship status *

U.S. Citizen or U.S. National x ▼

Social Security Number, required if applying for financial aid via FAFSA

xxx-xx-xxxx

[Back](#) **Continue**

Pro-tip: Applying for financial aid? **Don't leave this blank.** Colleges need it to match your application to your financial aid documents.



Scholarship Information

Common Application

☐ Profile
☐ Family
☐ Education
☐ Testing
☐ Activities
☐ Writing

Profile [Preview](#)

▶ Personal Information

▶ Address

▶ Contact Details

▶ Demographics

▶ Geography

▶ Language

▶ Citizenship

▼ Scholarship Information

The Common Application has partnered with Scholar Snapp, a technology developed by the Michael & Susan Dell Foundation, to connect students with scholarships to help pay for college. If you are interested in participating in this free pilot program, please indicate below.

I would like to receive information from Scholar Snapp about college scholarships and financial aid:

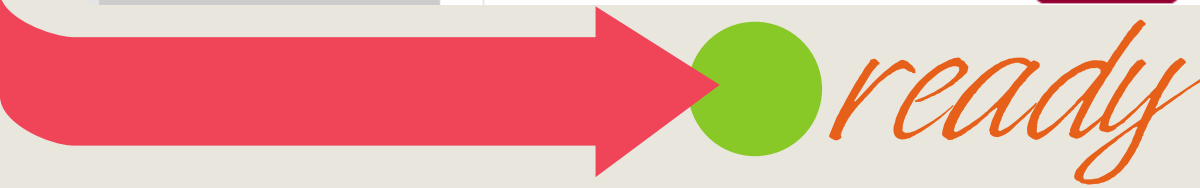
☐ Yes

☐ No

[Clear](#)

[Back](#) **Continue**

Pro-tip: **Scholar Snapp** connects students with scholarships.



Fee Waivers

The screenshot shows the Common App interface. At the top are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left is a sidebar for the Common Application with sections: Profile (selected), Family, Education, Testing, Activities, and Writing. The main content area is titled 'Profile' and includes a 'Preview' button. It lists several sections with green checkmarks: Personal Information, Address, Contact Details, Demographics, Geography, Language, and Citizenship. Below these is a maroon header for the 'Common App Fee Waiver' section. The text in this section asks if the user's financial circumstances might qualify them for a fee waiver, with a note that a counselor will verify the response. There are radio buttons for 'Yes' and 'No'. At the bottom of the form are 'Back' and 'Continue' buttons.

Dashboard My Colleges **Common App** College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Profile Preview

- ▶ Personal Information ✓
- ▶ Address ✓
- ▶ Contact Details ✓
- ▶ Demographics ✓
- ▶ Geography
- ▶ Language
- ▶ Citizenship ✓

▼ Common App Fee Waiver

Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver? (Your counselor will be asked to verify your response.) *

☐ Yes

☐ No

[Clear](#)

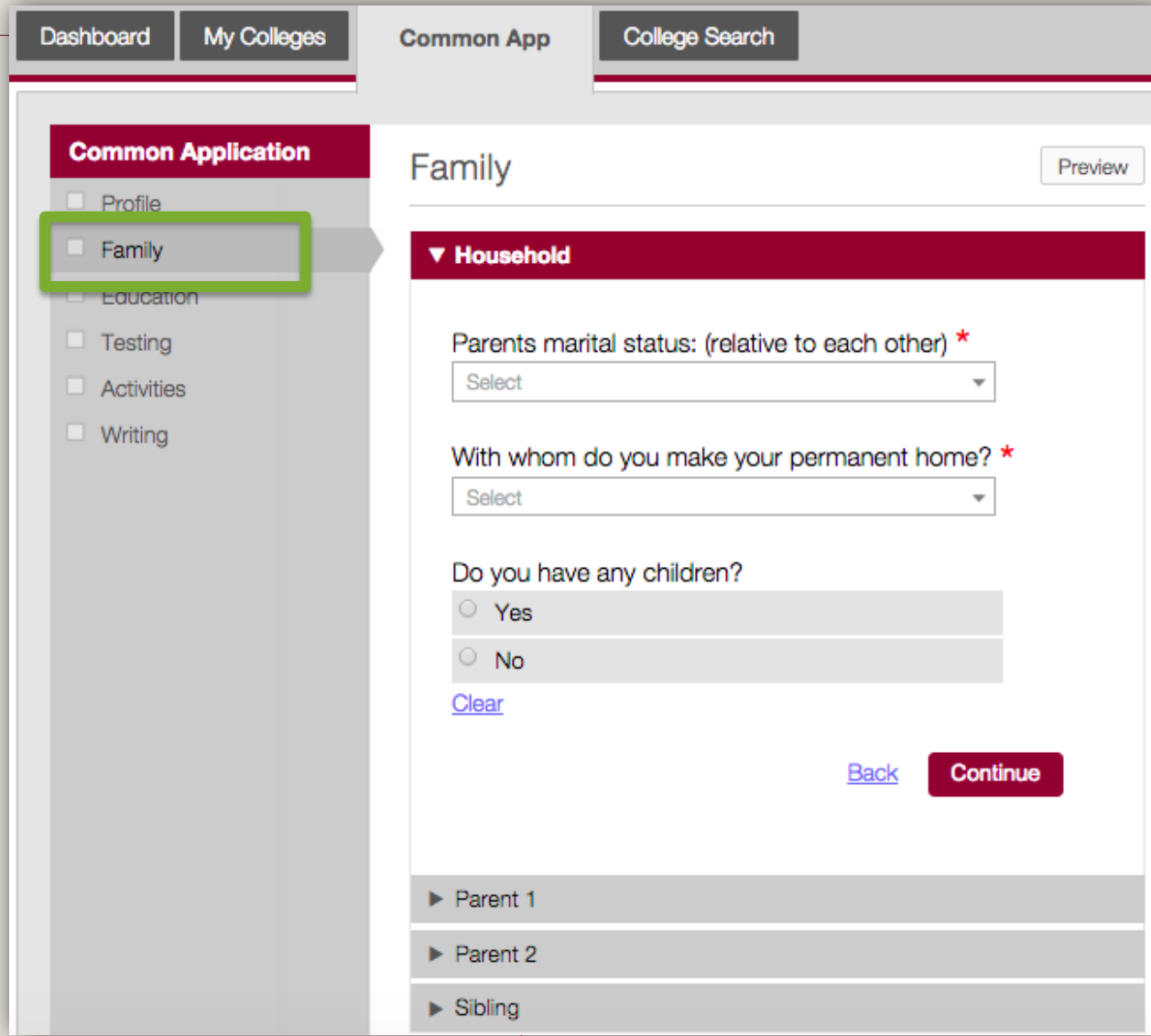
[Back](#) **Continue**

One fee waiver will cover all of your Common App submissions

A typical fee waiver eligibility requirement question is – Are you enrolled in a federal free or reduced-price lunch program at school?

ready

Family Section - Household



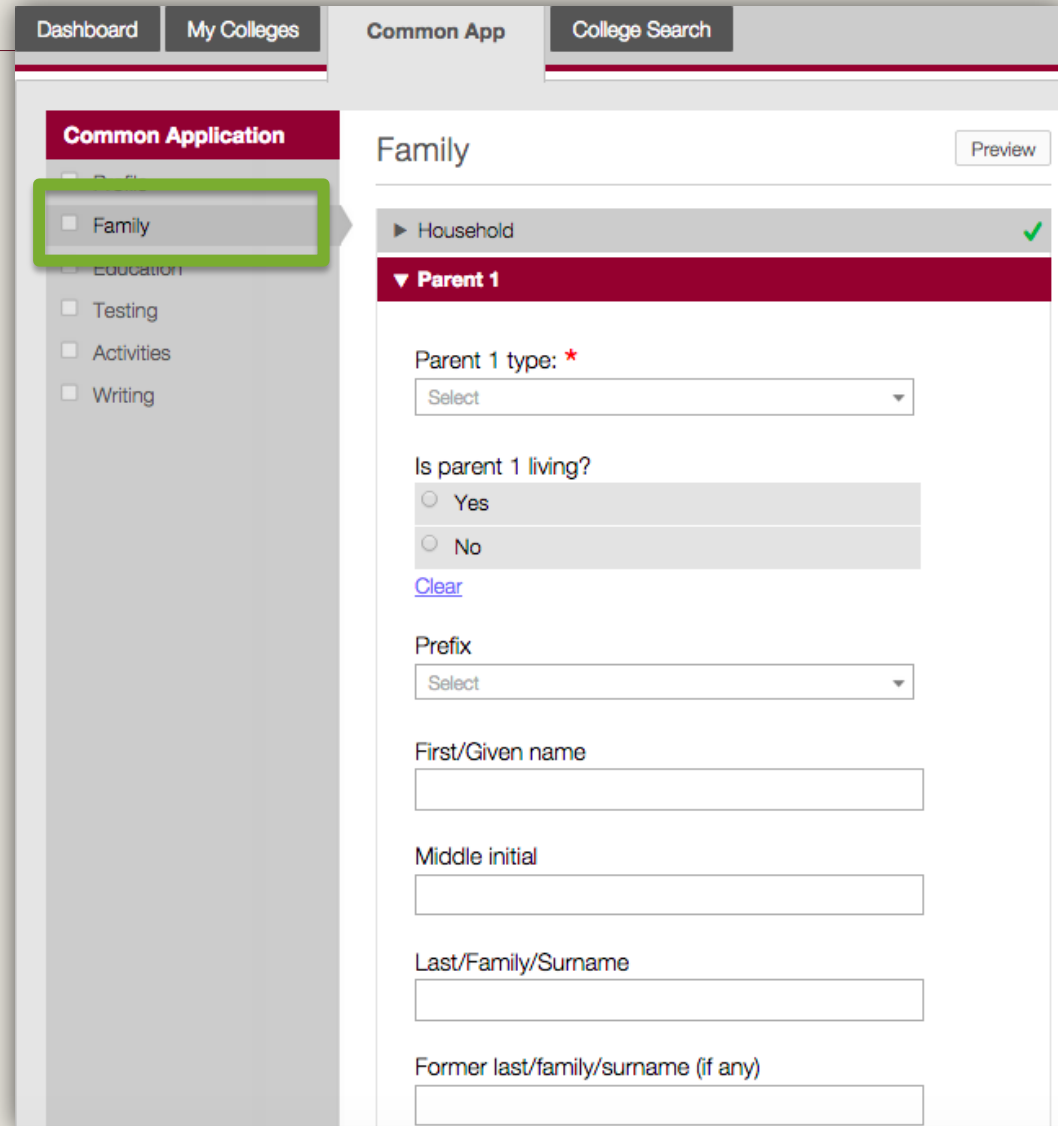
The screenshot shows the Common App interface. At the top, there are navigation tabs: 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. On the left, under the 'Common Application' header, there is a list of sections: 'Profile', 'Family' (highlighted with a green box), 'Education', 'Testing', 'Activities', and 'Writing'. The main content area is titled 'Family' and includes a 'Preview' button. Under the 'Household' section, there are three questions: 'Parents marital status: (relative to each other) *' with a 'Select' dropdown, 'With whom do you make your permanent home? *' with a 'Select' dropdown, and 'Do you have any children?' with radio buttons for 'Yes' and 'No'. Below these questions are links for 'Clear', 'Back', and a 'Continue' button. At the bottom, there are expandable sections for 'Parent 1', 'Parent 2', and 'Sibling'.

Complete
information
about your
household

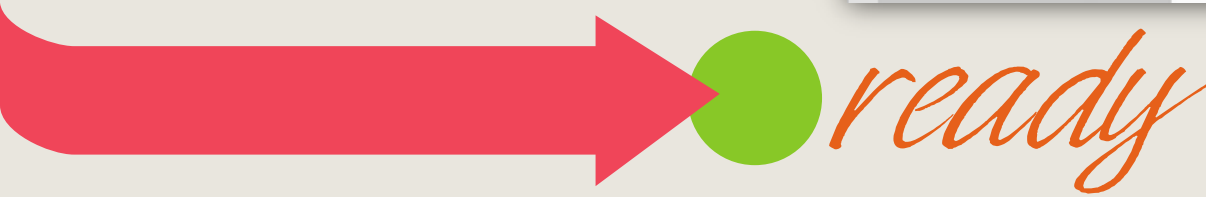
 *ready*

Parent information

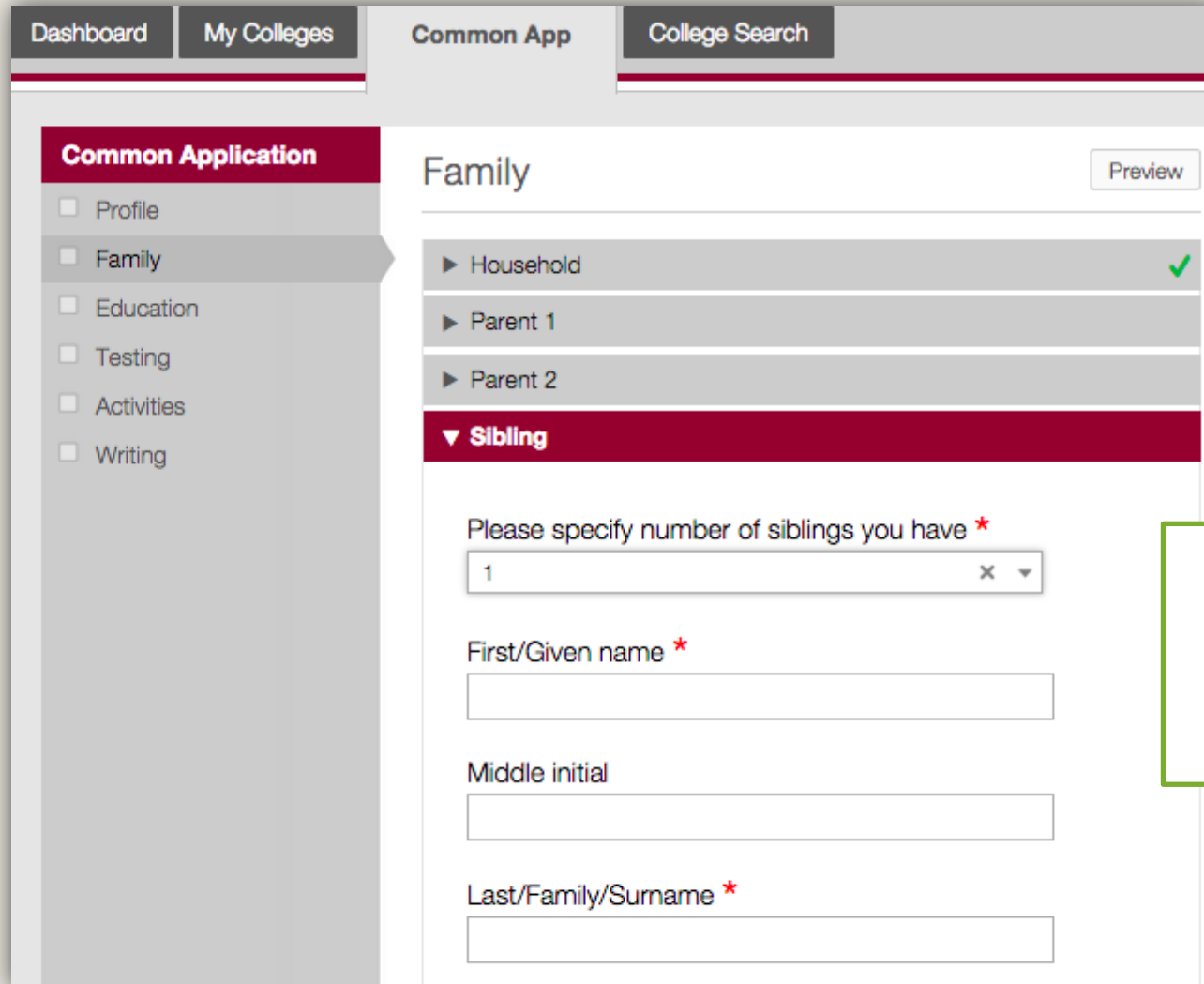
Pro-tip: Colleges request a significant amount of information about your parents because they find the context extremely valuable as they read your application.



The screenshot shows the 'Common App' interface with the 'Family' section selected in the left sidebar. The 'Family' section is highlighted with a green box. The main content area shows the 'Family' tab with a 'Preview' button. Below the 'Household' section, the 'Parent 1' section is expanded, showing fields for 'Parent 1 type', 'Is parent 1 living?', 'Prefix', 'First/Given name', 'Middle initial', 'Last/Family/Surname', and 'Former last/family/surname (if any)'. The 'Parent 1 type' field is a dropdown menu with 'Select' as the current value. The 'Is parent 1 living?' field has radio buttons for 'Yes' and 'No'. The 'Prefix' field is a dropdown menu with 'Select' as the current value. The 'First/Given name', 'Middle initial', 'Last/Family/Surname', and 'Former last/family/surname (if any)' fields are text input boxes.



Siblings



The screenshot shows the 'Common App' interface with the 'Family' section selected. The left sidebar lists 'Profile', 'Family', 'Education', 'Testing', 'Activities', and 'Writing'. The 'Family' section is titled 'Family' with a 'Preview' button. It contains a list of household members: 'Household' (checked with a green checkmark), 'Parent 1', and 'Parent 2'. Below this is a 'Sibling' section with a dropdown menu showing '1'. The form fields for the sibling are: 'Please specify number of siblings you have *' (dropdown), 'First/Given name *' (text input), 'Middle initial' (text input), and 'Last/Family/Surname *' (text input).

Dashboard | My Colleges | Common App | College Search

Common Application

- ☐ Profile
- ☒ Family
- ☐ Education
- ☐ Testing
- ☐ Activities
- ☐ Writing

Family Preview

- ▶ Household ✓
- ▶ Parent 1
- ▶ Parent 2
- ▼ **Sibling**

Please specify number of siblings you have *

1 x ▼

First/Given name *

Middle initial

Last/Family/Surname *

Pro-tip: More than 5
siblings? Add to
“Additional
Information”

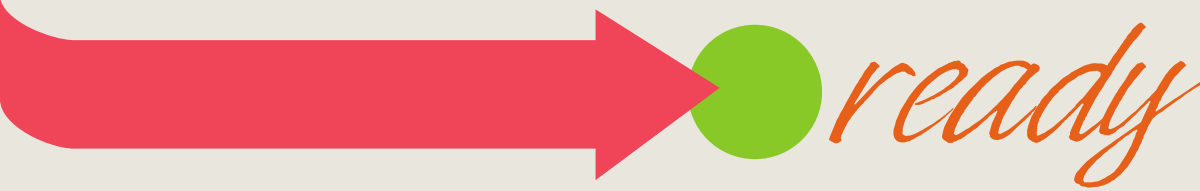
  *ready*

Education Section overview

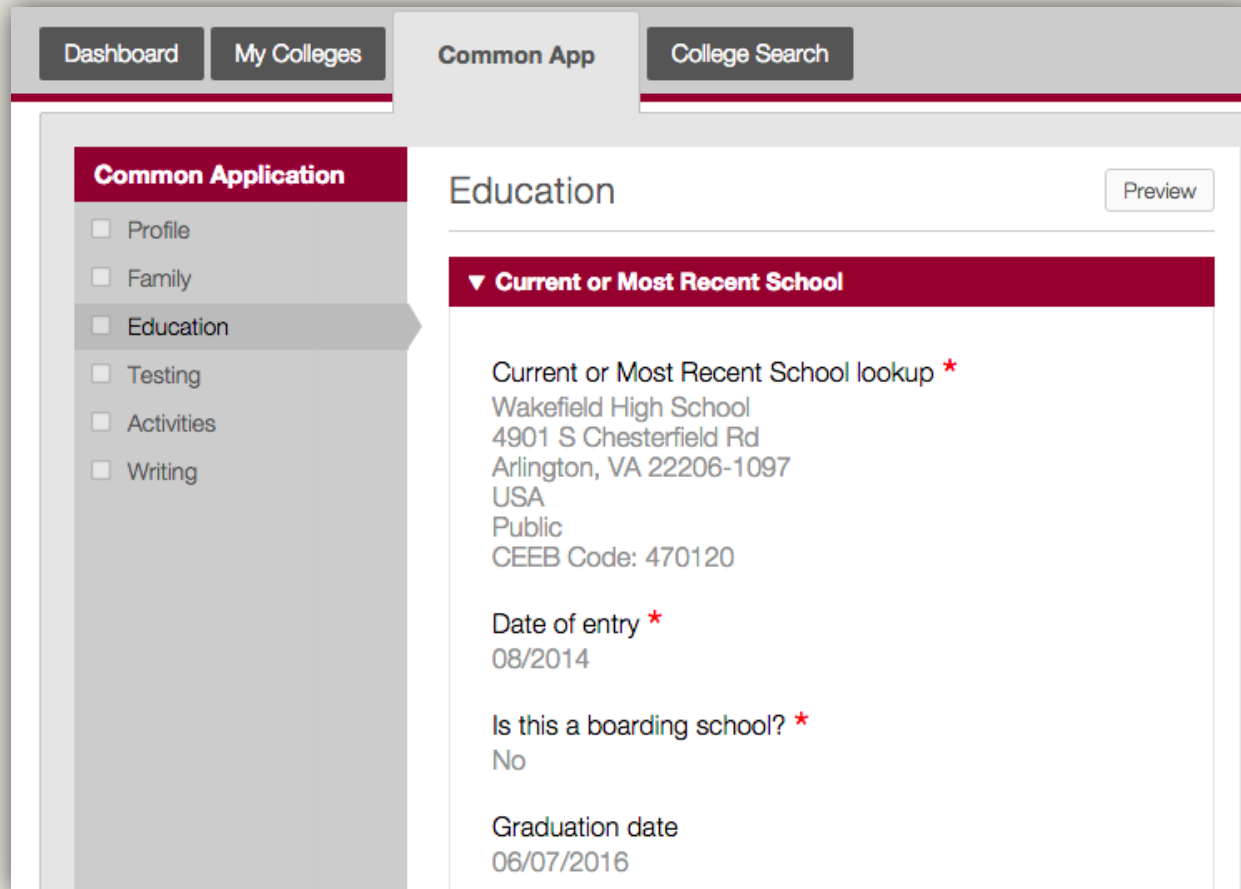
The screenshot shows the Common App interface. At the top are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left is a sidebar for the Common Application with options: Profile, Family, Education (highlighted with a green box), Testing, Activities, and Writing. The main content area is titled 'Education' and contains a list of sections: Current or Most Recent School, Other School, Community-Based Organizations, Education Interruption, College & Universities, Grades, Current or Most Recent Year Courses, and Honors (marked with a green checkmark). At the bottom of this list is a dark red bar with a white downward arrow and the text 'Future Plans'.

The Education section includes:

- Current School
- Past Schools (if applicable)
- Work with Community Based Organizations
- Education Progress
- Courses taken at Colleges & Universities
- Grades & Grading Scale
- Current Year Courses
- Honors Received
- Plans for the Future



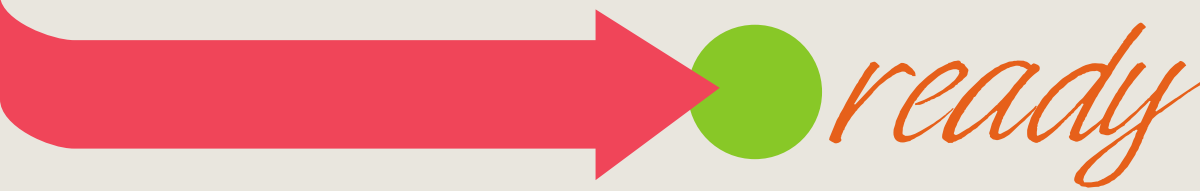
Current or Most Recent School



The screenshot shows the Common App interface. At the top, there are tabs for 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'Common App' tab is active. On the left, a sidebar lists various sections: 'Common Application' (highlighted), 'Profile', 'Family', 'Education' (selected), 'Testing', 'Activities', and 'Writing'. The main content area is titled 'Education' and includes a 'Preview' button. Below this, a section titled 'Current or Most Recent School' contains the following information:

- Current or Most Recent School lookup *
- Wakefield High School
- 4901 S Chesterfield Rd
- Arlington, VA 22206-1097
- USA
- Public
- CEEB Code: 470120
- Date of entry *
- 08/2014
- Is this a boarding school? *
- No
- Graduation date
- 06/07/2016

Pro-tip: This is the school that you currently or most recently attended.



Adding your school

Dashboard

My Colleges

Common App

College Search

Common Application

Profile

Family

Education

Testing

Activities

Writing

Education

Preview

▼ Current or Most Recent School

Current or Most Recent School

Find School

Date of entry *

Month

Year

Narrow your choices

> School Name

Filter by school name

> CEEB Code

Filter by CEEB code

> Sort by

Near my permanent address

School name

> Country

Select

> City

Filter by school city

Choose your School

Name	Location
<input type="radio"/> 1199 School Social Change	Bronx,NY, United States of America
<input type="radio"/> 2001 Alternative Program	Davenport,IA, United States of America
<input type="radio"/> 21st Century CTE Early College High School	Weslaco,TX, United States of America
<input type="radio"/> 21st Century Charter School at Gary	Gary,IN, United States of America
<input type="radio"/> 21st Century Community School House	Salem,OR, United States of America
<input type="radio"/> 21st Century Cyber Charter School	Exton,PA, United States of America
<input type="radio"/> 21st Century Learning Academy Charter School	Mullinville,KS, United States of America
<input type="radio"/> 21st Century Scholars Program	Gary,IN, United States of America
<input type="radio"/> 21st Century eSchool	Middleton,WI, United States of America
<input type="radio"/> 54th High School	Warsaw, Poland
<input type="radio"/> 70 Online	Pueblo,CO, United States of America

Continue

Kings High School CEEB Code: 362-800

ready

Adding other schools attended

Common Application

- ☐ Profile
- ☐ Family
- ☒ Education
- ☐ Testing
- ☐ Activities
- ☐ Writing

Education

Preview

► Current or Most Recent School ✓

▼ Other School

If you have attended any other schools, please indicate number of schools *

1 x ▼

School 2 lookup *

School 2 from date *

Month ▼

Year ▼

School 2 to date *

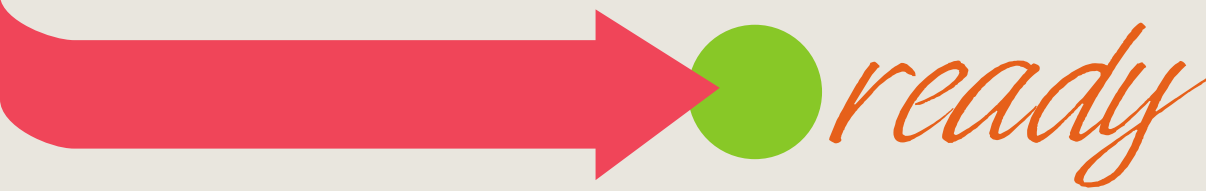
Month ▼

Year ▼

[Back](#) [Continue](#)

This applies to students who moved /transferred to Kings from another high school.

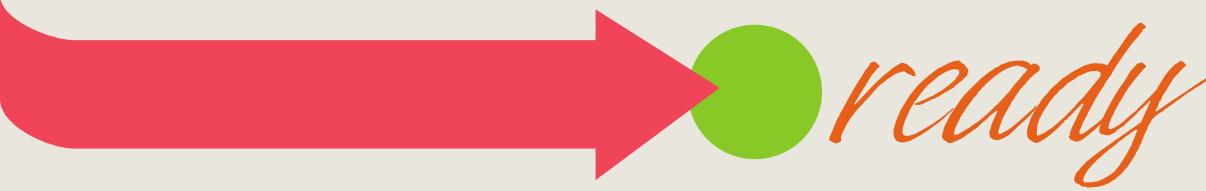
Save and move between sections by clicking CONTINUE



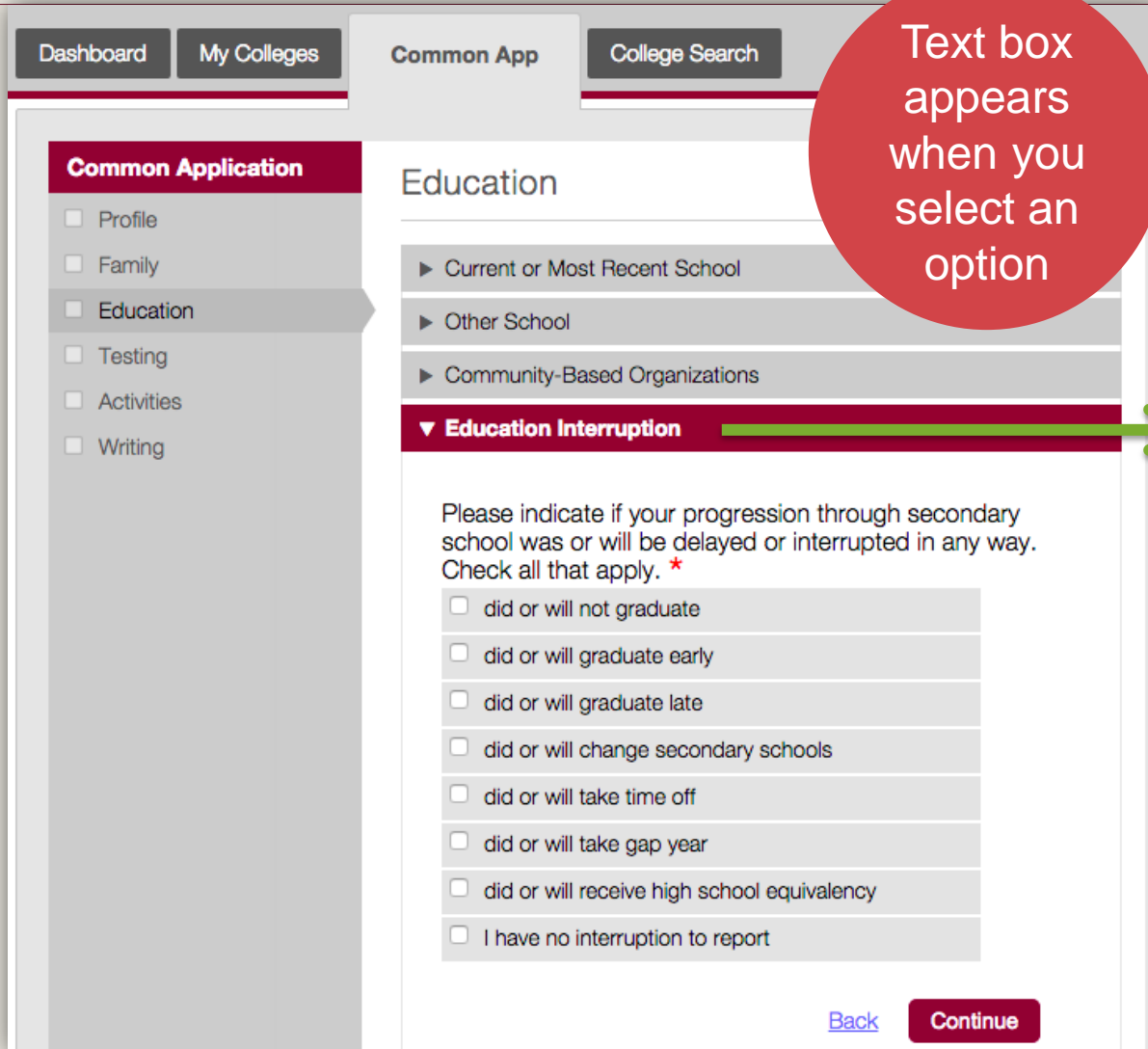
Community-Based Organizations

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), and College Search. On the left, a sidebar under 'Common Application' lists Profile, Family, Education (selected), Testing, Activities, and Writing. The main content area is titled 'Education' and includes a 'Preview' button. It shows sections for 'Current or Most Recent School' (marked with a green check), 'Other School', and 'Community-Based Organizations'. The 'Community-Based Organizations' section contains the following text: 'Indicate the number of community programs or organizations that have provided you with free assistance in your application process. *'. Below this is a dropdown menu with the value '1'. Further down are two more dropdown menus labeled 'Organization 1 *' and 'Counselor's organization *', both with 'Select' as the current choice.

Pro-tip: Community-Based Organizations are non-profit counseling groups that offer students free assistance with the admission and financial aid application processes.



Education Interruption



The screenshot shows the 'Common App' interface with the 'Education' section selected. A red circle highlights the 'Education Interruption' option, with a text box stating 'Text box appears when you select an option'. A green arrow points from this option to a detailed view of the form on the right. The form includes a list of checkboxes for various interruption reasons and a text area for details.

Dashboard My Colleges Common App College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Education

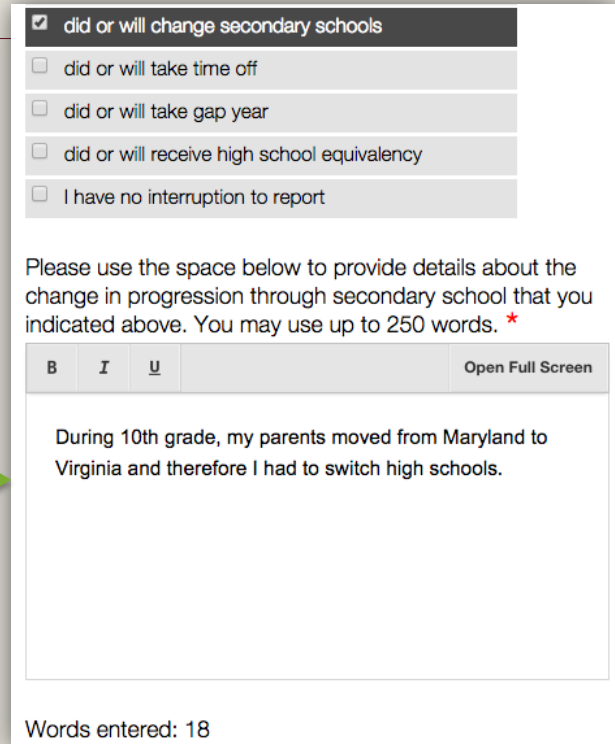
- Current or Most Recent School
- Other School
- Community-Based Organizations
- Education Interruption**

Please indicate if your progression through secondary school was or will be delayed or interrupted in any way. Check all that apply. *

- ☐ did or will not graduate
- ☐ did or will graduate early
- ☐ did or will graduate late
- ☐ did or will change secondary schools
- ☐ did or will take time off
- ☐ did or will take gap year
- ☐ did or will receive high school equivalency
- ☐ I have no interruption to report

[Back](#) [Continue](#)

Text box
appears
when you
select an
option



This block shows a detailed view of the 'Education Interruption' form. It includes a list of checkboxes for various interruption reasons, a text area for details, and a word count.

☒ did or will change secondary schools

- ☐ did or will take time off
- ☐ did or will take gap year
- ☐ did or will receive high school equivalency
- ☐ I have no interruption to report

Please use the space below to provide details about the change in progression through secondary school that you indicated above. You may use up to 250 words. *

B I U Open Full Screen

During 10th grade, my parents moved from Maryland to Virginia and therefore I had to switch high schools.

Words entered: 18

Pro-tip: This is where
you should report
school changes or gap
years.

ready

Colleges & Universities

If you have colleges to report, you'll be prompted for more information

Dashboard My Colleges Common App College Search

Common Application

- ☐ Profile
- ☐ Family
- ☒ Education
- ☐ Testing
- ☐ Activities
- ☐ Writing

Education [Preview](#)

- ▶ Current or Most Recent School ✓
- ▶ Other School
- ▶ Community-Based Organizations
- ▶ Education Interruption

▼ College & Universities

If you have taken a college/university course beginning with 9th grade, please indicate number of colleges *

Select ▼

[Back](#) [Continue](#)

College 1 lookup *

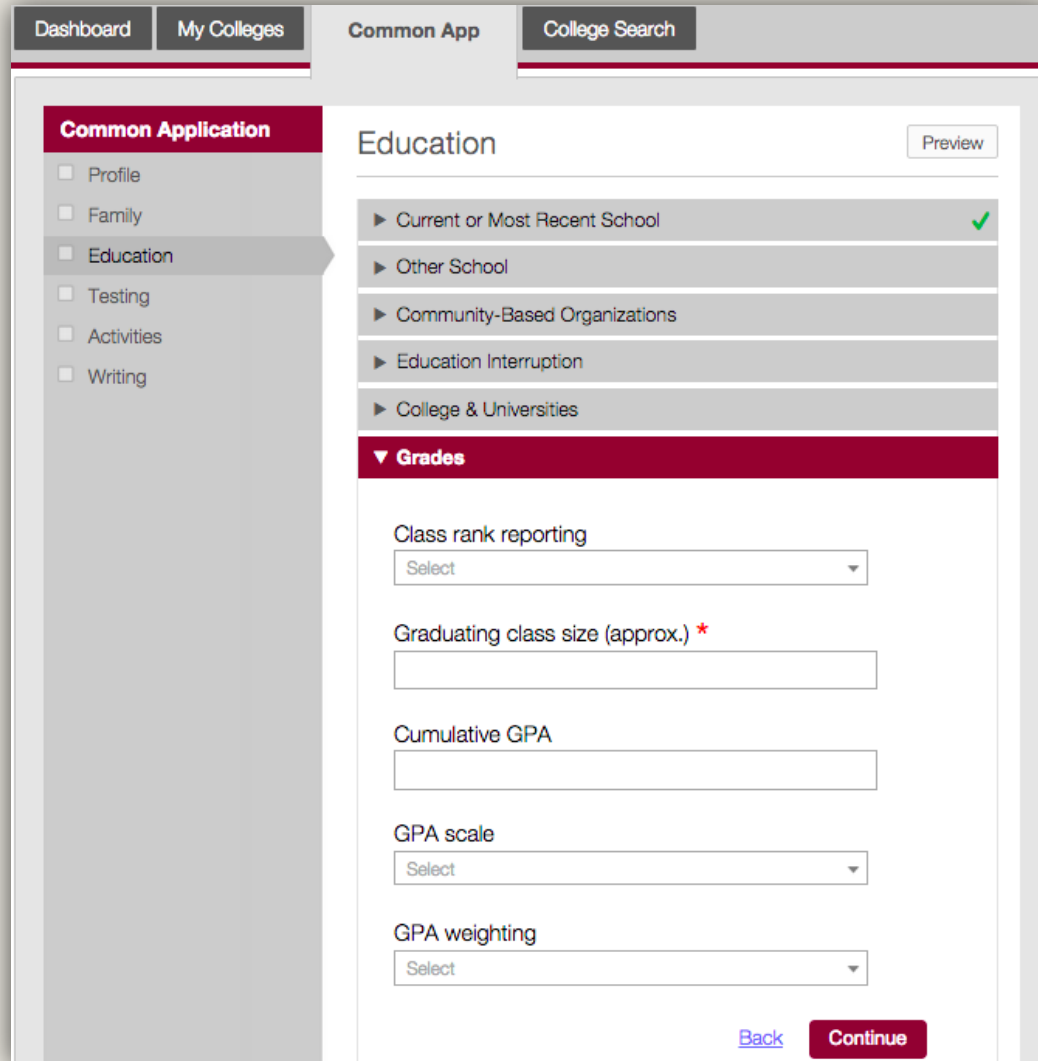
[Find College](#)

Course details

- ☐ Course taught online
- ☐ Course taught on college campus
- ☐ Course taught on secondary/high school campus (excluding AP/IB)
- ☐ College credit awarded
- ☐ Transcript available
- ☐ Degree candidate

ready

Grades



The screenshot shows the 'Common App' interface with the 'Education' section selected. The left sidebar lists navigation options: Profile, Family, Education (highlighted), Testing, Activities, and Writing. The main content area is titled 'Education' and includes a 'Preview' button. Below the title are expandable sections: 'Current or Most Recent School' (marked with a green check), 'Other School', 'Community-Based Organizations', 'Education Interruption', and 'College & Universities'. The 'Grades' section is expanded, showing fields for 'Class rank reporting' (a dropdown menu), 'Graduating class size (approx.)' (a text input with an asterisk), 'Cumulative GPA' (a text input), 'GPA scale' (a dropdown menu), and 'GPA weighting' (a dropdown menu). At the bottom of the form are 'Back' and 'Continue' buttons.

Self-reported
grades can
help colleges
get a head
start on
reviewing an
application

Pro-tip: Ask your
counselor for an unofficial
copy of your transcript for
this part of the
application.

 *ready*

Current/Most Recent Courses

▼ Current or Most Recent Year Courses

Please list all courses you are taking this academic year. If you are not currently enrolled, please list courses from your most recent academic year.
How many courses would you like to report? *

1 x ▼

Please select the course scheduling system your institution is using. *

Select ▼

Course 1 title *

Course 1 level, if applicable

- ☐ Accelerated
- ☐ Advanced Placement (AP)
- ☐ Cambridge Advanced (AICE)
- ☐ Dual Enrollment
- ☐ Honors
- ☐ International Baccalaureate (IB)
- ☐ Regents

[Clear](#)

[Back](#) [Continue](#)

Report
up to 7
courses

Select
Semester
or
Trimester

Pro-tip: Make your
course title clear for
someone who does not
attend your high school.

ready

Honors

▼ Honors

If you have received any honors related to your academic achievements beginning with the ninth grade or international equivalent, please indicate number of honors *

x ▼

Honors 1 title *

Grade level

☐ 9

☐ 10

☒ 11

☐ 12

☐ Post-graduate

Level(s) of recognition

☒ School

☐ State/Regional

☐ National

☐ International

[Back](#) **Continue**

Add up
to 5
honors

Pro-tip: This section is asking for academic distinctions, not honors level courses.

ready

Future Plans

Your options
include
“Other” &
“Undecided”

The screenshot shows the 'Common Application' interface. The left sidebar has a 'Common Application' section with links to Profile, Family, Education, Testing, Activities, and Writing. The 'Education' section is active. The main content area is titled 'Education' and includes a 'Preview' button. Below the 'Education' section is the 'Future Plans' section, which contains two fields: 'Career interest *' and 'Highest degree you intend to earn *'. The 'Career interest *' field has a dropdown menu open showing a list of professions: School counselor, Accountant or actuary, Actor or entertainer, Architect or urban planner, Artist, Business (clerical), Business executive (managerial), and Business owner or proprietor. The 'Highest degree you intend to earn *' field has a dropdown menu open showing a list of degrees: Associates (AA, AS), Bachelors (BA, BS), Masters (MA, MS), Business (MBA, MAcc), Law (JD, LL.M), Medicine (MD, DO, DVM, DDS), Doctorate (PhD, EdD, etc), and Other. A green arrow points from the 'Future Plans' section to the 'ready' text at the bottom.

Dashboard My Colleges Common App College Search

Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

Education Preview

- Current or Most Recent School
- Other School
- Community-Based Organizations
- Education Interruption
- College & Universities
- Grades
- Current or Most Recent Year Courses
- Honors

▼ Future Plans

Career interest *
School counselor

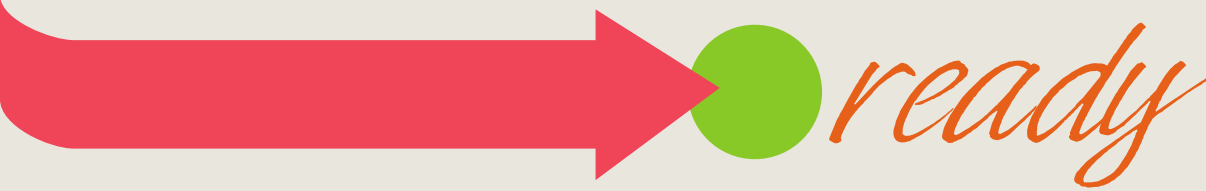
Highest degree you intend to earn *
Masters (MA, MS)

[Edit](#) [Back](#) [Continue](#)

ready

Navigate to the Testing Section

The screenshot displays the Common Application user interface. At the top left is the 'THE COMMON APPLICATION' logo. The top right shows a welcome message for 'Tania!', 'First Year | CAID 8235', a settings gear icon, and a 'Sign Out' button. Below this is a navigation bar with four tabs: 'Dashboard', 'My Colleges', 'Common App' (which is selected), and 'College Search'. On the left side, under the 'Common Application' header, is a list of sections: 'Profile', 'Family', 'Education', 'Testing', 'Activities', and 'Writing'. Each item has a green checkmark. The 'Testing' item is highlighted with a green rectangular box. The main content area is titled 'Profile' and includes a 'Preview' button. Under the 'Personal Information' section, there are three fields: 'First/given name *' with the value 'Tania', 'Middle name' (empty), and 'Last/family/surname *' with the value 'Johnson'. On the right side, there is a 'Instructions & Help Center' section with a red arrow icon, and a 'Question related to sex' section containing text about federal guidelines and a '[more]' link with a red arrow icon.



Testing Section overview

Common Application

- ☐ Profile
- ☐ Family
- ☐ Education
- ☒ **Testing**
- ☐ Activities
- ☐ Writing

Testing Preview

▼ Tests Taken

In addition to sending official score reports as required by colleges, do you wish to self-report scores or future test dates for any of the following standardized tests: ACT, SAT/SAT Subject, AP, IB, TOEFL, PTE Academic, and IELTS? *

☒ Yes

☐ No

[Clear](#)

Indicate all tests you wish to report. Be sure to include tests you expect to take in addition to tests you have already taken. *

[Click here for options](#)

International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board? (Students studying in the US typically answer no to this question.)

☐ Yes

☐ No

[Clear](#)

[Back](#) [Continue](#)

Pro-tip: The first question you see asks if you wish to self-report scores. Remember this: we'll come back to it in a moment.



Testing Section overview

Common Application

- ☐ Profile
- ☐ Family
- ☐ Education
- ☒ **Testing**
- ☐ Activities
- ☐ Writing

Testing Preview

▼ Tests Taken

In addition to sending official score reports as required by colleges, do you wish to self-report scores or future test dates for any of the following standardized tests: ACT, SAT/SAT Subject, AP, IB, TOEFL, PTE Academic, and IELTS? *

☒ Yes

☐ No

[Clear](#)

Indicate all tests you wish to report. Be sure to include tests you expect to take in addition to tests you have already taken. *

International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board? (Students studying in the US may answer no to this question.)

☐ Yes

☐ No

[Clear](#)

[Back](#) [Continue](#)

Pro-tip: The Testing section allows applicants to add scores from the following exams:
ACT, SAT,/SAT Subject, AP, IB, TOEFL, PTE Academic and IELTS.

Indicate all tests you wish to report. Be sure to include tests you expect to take in addition to tests you have already taken. *

- SAT Subject Tests
- AP Subject Tests
- IB Subject Tests
- TOEFL iBT
- TOEFL Paper
- PTE Academic Test
- IELTS

ready

Tests Taken

Pro-tip: Print out your scores or access them online for ease of entering into your Common App.

Exams selected at the top open sub-sections below

▼ Tests Taken

In addition to sending official score reports as required by colleges, do you wish to self-report scores or future test dates for any of the following standardized tests: ACT, SAT/SAT Subject, AP, IB, TOEFL, PTE Academic, and IELTS? *

☒ Yes
☐ No

[Clear](#)

Indicate all tests you wish to report. Be sure to include tests you expect to take in addition to tests you have already taken. *

ACT Tests x SAT Tests x SAT Subject Tests x
IB Subject Tests x AP Subject Tests x |

International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board? (Students studying in the US typically answer no to this question.)

☐ Yes
☐ No

[Clear](#)

[Back](#) [Continue](#)

► ACT Tests
► SAT Tests
► SAT Subject Tests
► AP Subject Tests
► IB Subject Tests

ready

Adding scores

Tests Taken ✓

▼ ACT Tests

Number of ACT scores you wish to report *
1 x ▾

Have you taken the ACT Plus Writing test? *
☒ Yes
☐ No
[Clear](#)

Number of future ACT sittings you expect *
Select ▾

Highest composite score *
Select ▾

Composite date *
Month ▾ Day ▾ Year ▾

Highest english score *
Select ▾

English date *
Month ▾ Day ▾ Year ▾

Make sure
to list tests
you plan
to take in
the future.

**Pro-tip: Report
your highest
subscores, even if
they are from
different test dates.**

▼ SAT Tests

Number of SAT scores you wish to report *
1 x ▾

Number of future SAT sittings you expect *
Select ▾

Highest critical reading score *
Select ▾

Critical reading date *
Month ▾ Day ▾ Year ▾

Highest math score *
Select ▾

Math date *
Month ▾ Day ▾ Year ▾

Highest writing score *
Select ▾

Writing date *
Month ▾ Day ▾ Year ▾

Note: The Leaving Exam
Section does not apply to you.

ready

Test-optional trick

Common Application

- ☐ Profile
- ☐ Family
- ☐ Education
- ☒ **Testing**
- ☐ Activities
- ☐ Writing

Testing Preview

▼ Tests Taken

In addition to sending official score reports as required by colleges, do you wish to self-report scores or future test dates for any of the following standardized tests: ACT, SAT/SAT Subject, AP, IB, TOEFL, PTE Academic, and IELTS? *

☒ Yes

☐ No

[Clear](#)

Indicate all tests you wish to report. Be sure to include tests you expect to take in addition to tests you have already taken. *

[Click here for options](#)

International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board? (Students studying in the US typically answer no to this question.)

☐ Yes

☐ No

[Clear](#)

[Back](#) **Continue**

Pay attention to this Tip...

Pro-tip: Remember this question? Change your answer to “no,” and your tests and scores disappear. Change it back to “yes,” and they reappear.

Testing information you input and save is never deleted. It's just hidden.

This feature lets you control the scores you send to each college.



Navigate to Activities section

The screenshot shows the Common Application interface. At the top left is the logo "THE COMMON APPLICATION". At the top right, a user is logged in as "Tania", a "First Year" student with "CAID 8235", with a "Sign Out" button. Below the header is a navigation bar with "Dashboard", "My Colleges", "Common App" (selected), and "College Search". On the left, under "Common Application", a list of sections includes Profile, Family, Education, Testing, Activities (highlighted with a green box), and Writing. The main content area shows the "Profile" section with a "Preview" button. Under the "Personal Information" header, there are input fields for "First/given name" (filled with "Tania"), "Middle name", and "Last/family/surname" (filled with "Johnson"). A right sidebar contains "Instructions & Help Center" and a "Question related to sex" notice.

THE COMMON APPLICATION

Welcome, Tania!
First Year | CAID 8235

Sign Out

Dashboard My Colleges Common App College Search

Common Application

- ✓ Profile
- ✓ Family
- ✓ Education
- ✓ Testing
- ✓ Activities
- ✓ Writing

Profile Preview

▼ Personal Information

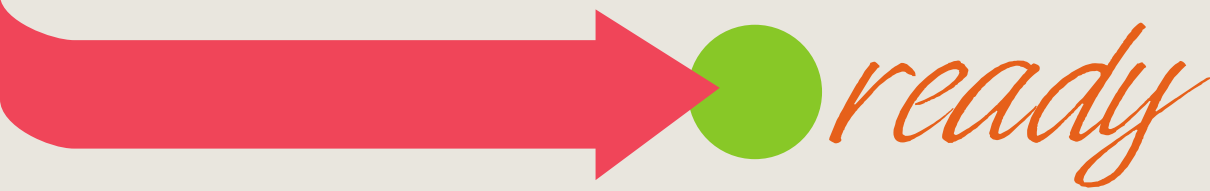
First/given name *
Tania

Middle name

Last/family/surname *
Johnson

Instructions & Help Center

Question related to sex
Federal guidelines mandate that we collect data on the legal sex of all applicants. Please report t ... [+]
[\[more\]](#)



Adding Activities

Dashboard My Colleges Common App College Search

Common Application

- ☐ Profile
- ☐ Family
- ☐ Education
- ☐ Testing
- ☒ Activities
- ☐ Writing

Activities [Preview](#)

▼ Activities

Reporting activities can help a college better understand your life outside of the classroom. Your activities may include arts, athletics, clubs, employment, personal commitments, and other pursuits. Do you have any activities that you wish to report? *

☒ Yes

☐ No

[Clear](#)

[Back](#) [Continue](#)

► Activity 1

[Add another](#) (9 of 10 available)

Pro-tip: The Activities section allows you to tell colleges how you spend your time when you're not in class.

Add up to
10
activities

ready

Activity fields

Pro-tip: Use the available fields to share context and information about each activity.

▼ Activity 1

Activity type *

Select ▼

Position/Leadership description and organization name, if applicable *

Please describe this activity, including what you accomplished and any recognition you received, etc. *

Participation grade levels *

☐ 9

☐ 10

☐ 11

☐ 12

☐ Post-graduate

Timing of participation *

☐ During school year

☐ During school break

☐ All year

Hours spent per week *

Weeks spent per year *

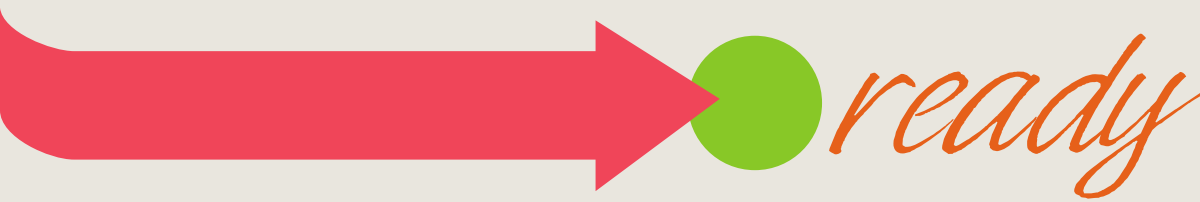
I intend to participate in a similar activity in college. *

☐ Yes

☐ No

[Clear](#)

[Back](#) **Continue**



Completing the Activity section

▼ Activity 1

Activity type *
Athletics: JV/Varsity x ▾

Activity name *
Cross-country x ▾

Position/Leadership description and organization name, if applicable *
Capt. Senior Year

Please describe this activity, including what you accomplished and any recognition you received, etc. *
Four year member of Varsity Cross-Country Team

Participation grade levels *

<input checked="" type="checkbox"/>	9
<input checked="" type="checkbox"/>	10
<input checked="" type="checkbox"/>	11
<input checked="" type="checkbox"/>	12
<input type="checkbox"/>	Post-graduate

Pro-tip: Use the open text boxes to provide a brief description of each activity.

27 activity types and 45 activity names available

If your activity isn't listed, select the "other club/activity" option.

Abbreviate words to fit, you are limited to 50 characters for description and 150 for details. You'll be asked to indicate the school year and time of year in which you participated.

ready

Preview the layout

The image shows a screenshot of a web application interface for a Common Application. At the top, there are four tabs: "Dashboard", "My Colleges", "Common App", and "College Search". Below the tabs, on the left, is a sidebar titled "Common Application" with a list of options: Profile, Family, Education, Testing, Activities (which is selected with a green checkmark), and Writing. The main content area is titled "Activities" and contains a list of activity entries: "Activities", "Activity 1", "Activity 2", and "Activity 3". Each entry has a green checkmark to its right. A green box highlights a "Preview" button in the top right corner of the "Activities" section, with a green arrow pointing down to a preview window. The preview window shows a detailed view of "Activity 3". It has a title "Activities" and a subtitle "Athletics: JV/Varsity". The activity description is "Cross-country, Capt. Senior Year" and "Four year member of Varsity Cross-Country Team". The activity type is "Athletics" and the position is "Captain". The activity is listed for the years 9, 10, 11, and 12, with a commitment of 15 hours per week, 30 weeks per year. The activity is categorized as "Athletics" and "Community Service (Volunteer)". The activity is listed for the years 10, 11, and 12, with a commitment of 3 hours per week, 40 weeks per year. The activity is categorized as "Community Service (Volunteer)" and "Career Oriented". The activity is listed for the years 11 and 12, with a commitment of 20 hours per week, 12 weeks per year. The activity is categorized as "Career Oriented" and "Local Prep School Counseling Office". The activity is listed for the years 11 and 12, with a commitment of 20 hours per week, 12 weeks per year. The activity is categorized as "Career Oriented" and "Career Shadow in local independent school college counseling office".

Dashboard My Colleges Common App College Search

Common Application

- ☐ Profile
- ☐ Family
- ☐ Education
- ☐ Testing
- ☒ Activities
- ☐ Writing

Activities

- ▶ Activities ✓
- ▶ Activity 1 ✓
- ▶ Activity 2 ✓
- ▼ Activity 3

Preview

Print

Activities

Athletics: JV/Varsity

9, 10, 11, 12 Cross-country, Capt. Senior Year
School Four year member of Varsity Cross-Country Team
15 hr/wk, 30 wk/yr
Continue

Community Service (Volunteer)

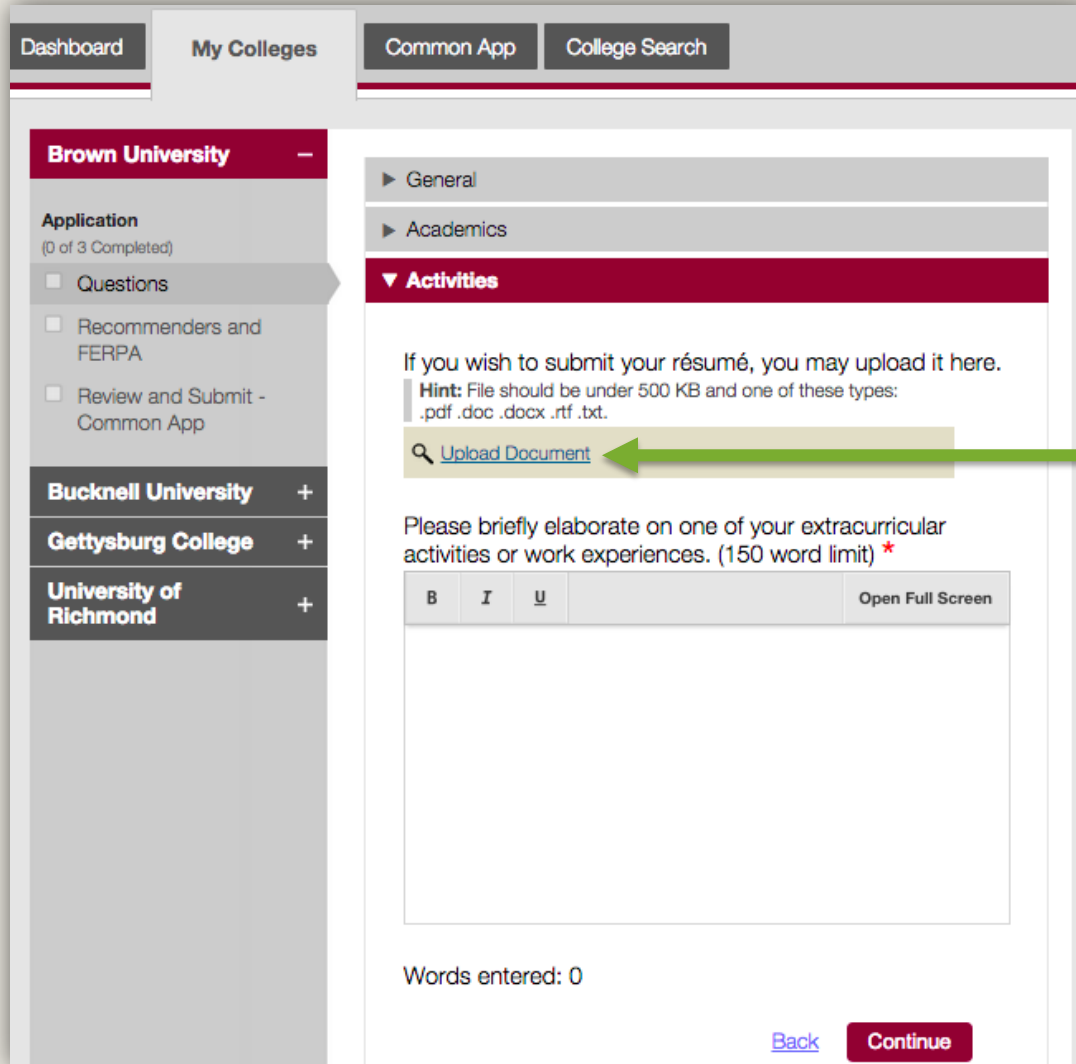
10, 11, 12 After-School Buddy Program
Year Tutor and Mentor middle school student
3 hr/wk, 40 wk/yr
Continue

Career Oriented

11, 12 Local Prep School Counseling Office
Break Career Shadow in local independent school college counseling office
20 hr/wk, 12 wk/yr
Continue

ready

What about a resume?



The screenshot shows a web application interface for college applications. At the top, there are tabs for 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'My Colleges' tab is active, showing a list of colleges: 'Brown University' (expanded), 'Bucknell University', 'Gettysburg College', and 'University of Richmond'. The 'Brown University' section shows the 'Application' progress: 'Questions' (completed), 'Recommendations and FERPA', and 'Review and Submit - Common App'. The 'Activities' section is highlighted, with instructions: 'If you wish to submit your résumé, you may upload it here. Hint: File should be under 500 KB and one of these types: .pdf .doc .docx .rtf .txt.' Below this is a text area for 'Please briefly elaborate on one of your extracurricular activities or work experiences. (150 word limit)*'. A green arrow points from a callout bubble to the 'Upload Document' link. At the bottom, there are 'Back' and 'Continue' buttons.

Resume
Upload
Option

Pro-tip: If a college wants a resume with your application, they will allow you to upload one on their Member Questions page.

[Back](#)

[Continue](#)

ready

Writing Section

Dashboard My Colleges Common App College Search

Common Application

- ☐ Profile
- ☐ Family
- ☐ Education
- ☐ Testing
- ☒ Activities
- ☐ Writing

Writing Preview

▼ Personal Essay

Some colleges require submission of the personal essay with your Common Application. You may submit a personal essay to any college, even if it is not required by that college. If not required by a college, you will be given the option during submission to include your essay or not for that college. *

☐ I understand

Here is the current list of colleges on your Dashboard and whether they require the Personal Essay.

<u>Required</u>	<u>Not Required</u>
<ul style="list-style-type: none">• NGU Undergraduate Program• Training University• University of Richmond• University of Virginia	<ul style="list-style-type: none">• Old Dominion University• Roanoke College

Click
“I
understand”
to indicate
you’ve read
the text.

Pro-tip: System shows
which colleges on your
list require the essay
and which ones do not.

ready

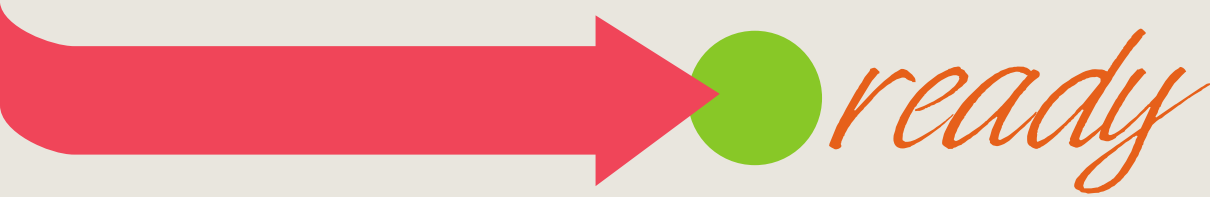
A little about the essay...

Essay
length:
250 – 650
words

650 words
is your
limit, not
your goal

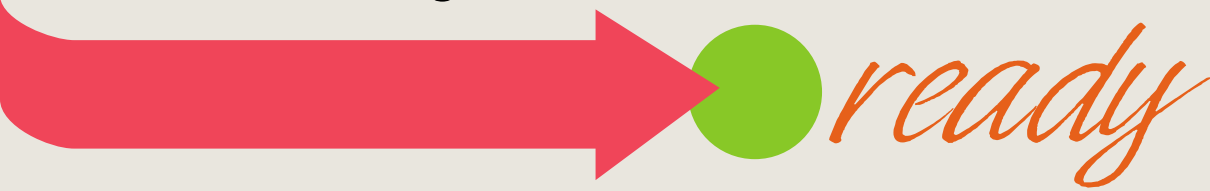
Proofread
Proofread
Proofread

Pro-tip: You can compose your essay in a word processing program and paste it into your Common App.



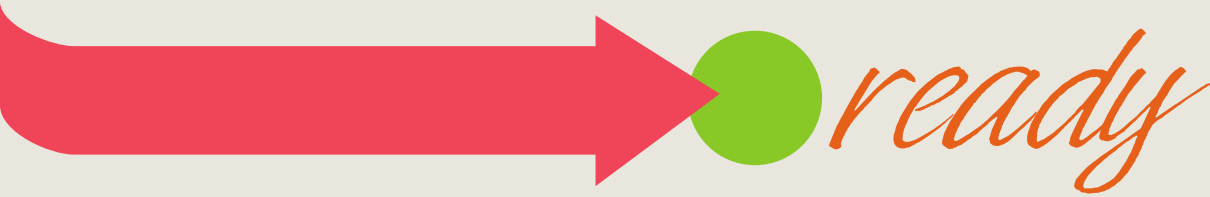
The essay prompts

- Some students have a background, identity, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?
- Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?



The essay prompts

- Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma – anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
- Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.



Essay text box

Please write an essay (250-650 words) on the topic selected. You can type directly into the box, or you can paste text from another source.

B

I

U

Open Full Screen

Please write an essay (250-650 words) on the topic selected. You can type directly into the box, or you can paste text from another source.

B

I

U

Words entered: 0

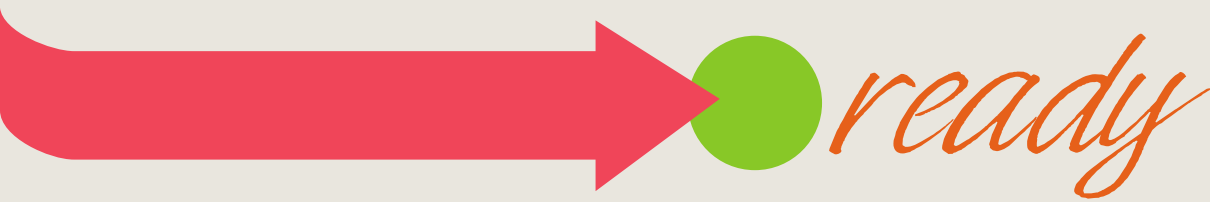
Open Full Screen

Words entered: 0

[Back](#)

Continue

Click on
“Open Full
Screen” to
expand
text box



Disciplinary history question 1

Required
two
question
section

▼ Disciplinary History

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. *

☐ Yes

☐ No

[Clear](#)

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. *

Pro-tip: If you are unsure how to answer this question, please speak with your parents or counselor.

[Clear](#)

[Back](#)

[Continue](#)

▼ Disciplinary History

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. *

☒ Yes

☐ No

[Clear](#)

Please give the approximate date(s) of each incident, explain the circumstances and reflect on what you learned from the experience. You may use up to 400 words. *

B

I

U

[Open Full Screen](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque id lorem ac diam aliquet bibendum eget quis diam. Fusce tempor, lacus ut viverra hendrerit, nibh metus commodo lectus, at pellentesque ante ex sollicitudin magna. Quisque porta quis ante et tempus. Maecenas id erat vitae orci vulputate lobortis et eu mi. Quisque lacinia ex eu laoreet auctor. Proin ac magna id metus mattis sodales. Donec nec gravida mauris, lacinia porta magna.

ready

Disciplinary history question 2

▼ Disciplinary History

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. *

☐ Yes

☐ No

[Clear](#)

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential. *

☐ Yes

☐ No

[Clear](#)

[Back](#)

[Continue](#)

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential. *

☒ Yes

☐ No

[Clear](#)

Please provide the details of your criminal conviction or adjudication. You may use up to 400 words. *

B

I

U

[Open Full Screen](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque id lorem ac diam aliquet bibendum eget quis diam. Fusce tempor, lacus ut viverra hendrerit, nibh metus commodo lectus, at pellentesque ante ex sollicitudin magna. Quisque porta quis ante et tempus. Maecenas id erat vitae orci vulputate lobortis et eu mi. Quisque lacinia ex eu laoreet auctor. Proin ac magna id metus mattis sodales. Donec nec gravida mauris, lacinia porta magna.

ready

Additional Information

▶ Disciplinary History

▼ Additional Information

Please provide an answer below if you wish to provide details of circumstances or qualifications not reflected in the application. You may enter up to 650 words.

B I U

Open Full Screen

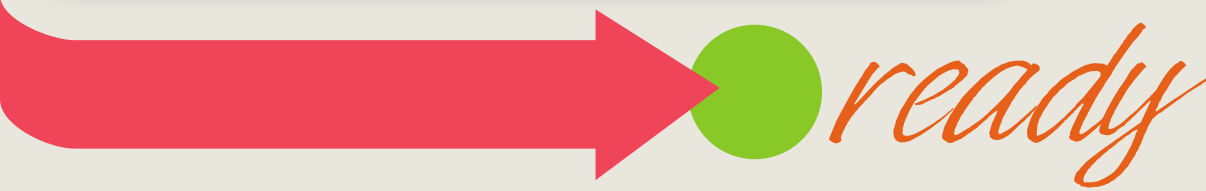
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque id lorem ac diam aliquet bibendum eget quis diam. Fusce tempor, lacus ut viverra hendrerit, nibh metus commodo lectus, at pellentesque ante ex sollicitudin magna. Quisque porta quis ante et tempus. Maecenas id erat vitae orci vulputate lobortis et eu mi. Quisque lacinia ex eu laoreet auctor. Proin ac magna id metus mattis sodales. Donec nec gravida mauris, lacinia porta magna.

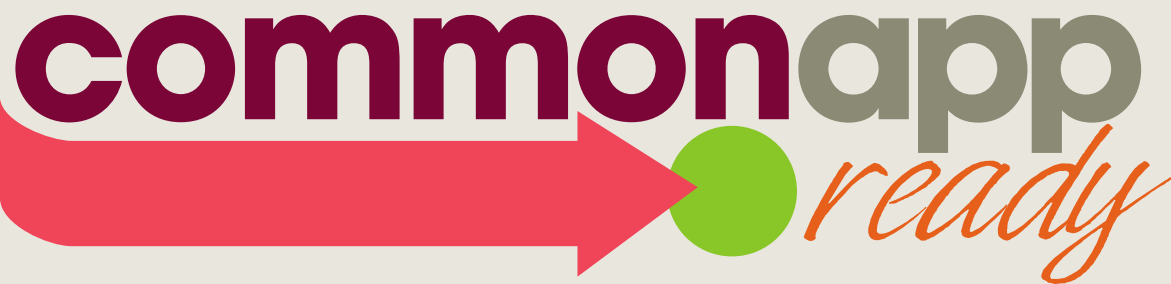
Words entered: 224

Back

Continue

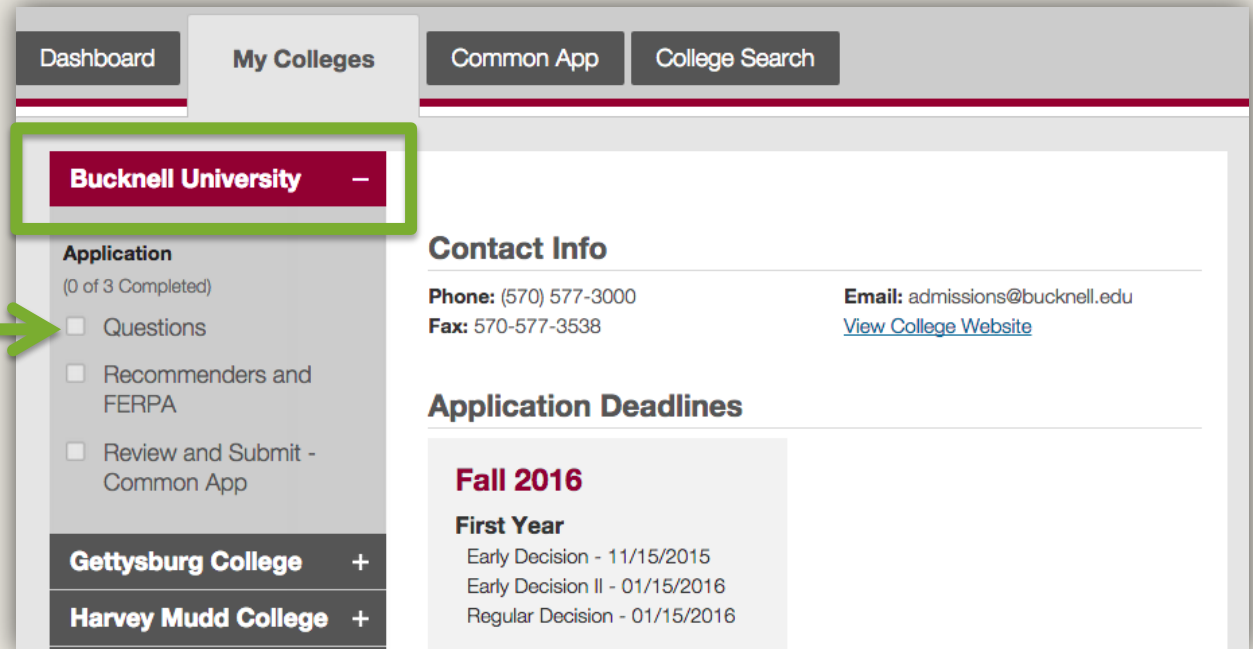
Pro-tip: Use this space to share any extra information you feel colleges should know about you.





APPLICATION AND PAYMENT SUBMISSION

Navigate to a college



The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'My Colleges' section is expanded, showing a list of colleges: 'Bucknell University' (highlighted with a green box), 'Gettysburg College', and 'Harvey Mudd College'. A green arrow points from a text bubble to the 'Bucknell University' entry. The right side of the interface displays details for the selected college, including 'Contact Info' (Phone, Fax, Email) and 'Application Deadlines' (Fall 2016, First Year).

Dashboard **My Colleges** **Common App** **College Search**

Bucknell University —

Application
(0 of 3 Completed)

- ☐ Questions
- ☐ Recommenders and FERPA
- ☐ Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

Contact Info

Phone: (570) 577-3000
Fax: 570-577-3538
Email: admissions@bucknell.edu
[View College Website](#)

Application Deadlines

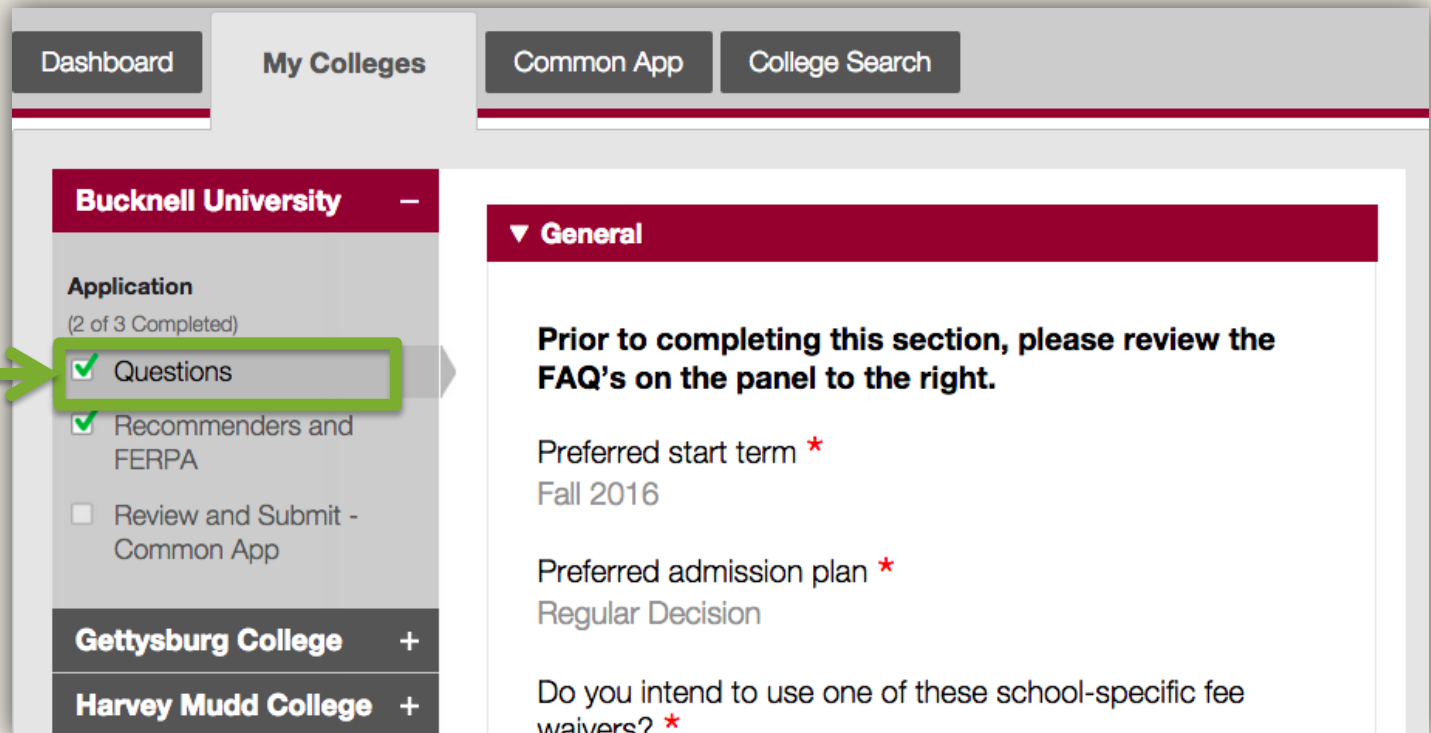
Fall 2016

First Year
Early Decision - 11/15/2015
Early Decision II - 01/15/2016
Regular Decision - 01/15/2016

Complete
college-
specific
questions

ready

Complete Questions



Dashboard My Colleges Common App College Search

Bucknell University -

Application
(2 of 3 Completed)

- ☒ Questions
- ☒ Recommenders and FERPA
- ☐ Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

General

Prior to completing this section, please review the FAQ's on the panel to the right.

Preferred start term *
Fall 2016

Preferred admission plan *
Regular Decision

Do you intend to use one of these school-specific fee waivers? *

Green
Checks =
Complete

Pro-tip: College questions often include start term, major, and decision plan.

ready

Getting ready to submit

Dashboard My Colleges Common App College Search

Bucknell University —

Application
(2 of 3 Completed)

- ☒ Questions
- ☒ Recommendations and FERPA
- ☐ Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

Application Review and Submission

You are ready to Review your application to Bucknell University! Clicking Review and Submit will walk you through the three steps outlined below. If you want to Review your application without submitting, you can do so. Simply click Review and Submit to generate the PDF, and then close the box or click "Back." Either action will return you to this page.

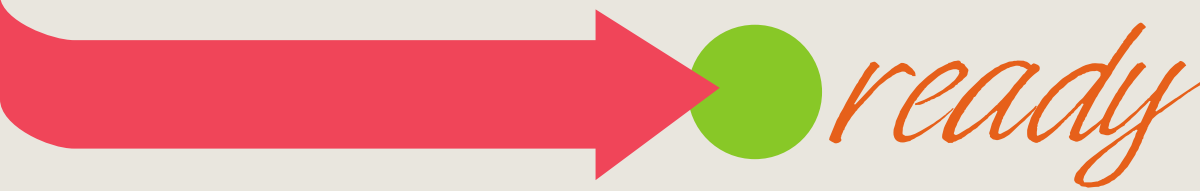
- ➔ Final review of your application
- ➔ Application fee payment (if not waived)
- ➔ Signature

The submission process will not be complete until your signature has been submitted.

Please be sure to complete all steps of the submission process.

Review and Submit

Click on
Review and
Submit –
Common App
to reach this
section



Review and Submit

The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. On the left, under 'My Colleges', there is a list of colleges: 'Bucknell University' (expanded), 'Gettysburg College', 'Harvey Mudd College', and 'NGU Undergraduate Program'. Under 'Bucknell University', there is a section for 'Application' with a progress indicator '(2 of 3 Completed)'. It lists three items: 'Questions' (checked), 'Recommendations and FERPA' (checked), and 'Review and Submit - Common App' (unchecked and highlighted with a green box). The main content area is titled 'Application Review and Submission' and contains instructions on how to review and submit the application. It lists three steps: 'Final review of your application', 'Application fee payment (if not waived)', and 'Signature'. A bold warning states: 'The submission process will not be complete until your signature has been submitted.' Below this, it says 'Please be sure to complete all steps of the submission process.' At the bottom right, there is a 'Review and Submit' button, which is pointed to by a green arrow from a red circle on the right.

Dashboard My Colleges Common App College Search

Bucknell University —

Application
(2 of 3 Completed)

- ✓ Questions
- ✓ Recommendations and FERPA
- ☐ Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

NGU Undergraduate Program +

Application Review and Submission

You are ready to Review your application to Bucknell University! Clicking Review and Submit will walk you through the three steps outlined below. If you want to Review your application without submitting, you can do so. Simply click Review and Submit to generate the PDF, and then close the box or click "Back." Either action will return you to this page.

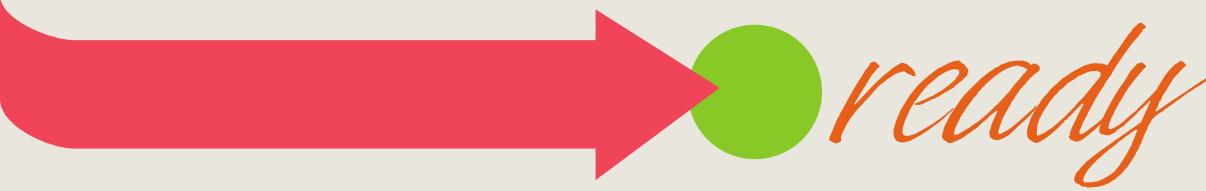
- ➔ Final review of your application
- ➔ Application fee payment (if not waived)
- ➔ Signature

The submission process will not be complete until your signature has been submitted.

Please be sure to complete all steps of the submission process.

Review and Submit

Click on
Review and
Submit button



PDF preview

[Dashboard](#) [My Colleges](#) [Common App](#) [College Search](#)

Bucknell University —
Application
(2 of 3 Completed)
☒ Questions
☒ Recommenders and FERPA
☐ **Review and Submit - Common App**

Gettysburg College +
Harvey Mudd College +
NGU Undergraduate Program +

Application Review and Submission

You are ready to Review your application to Bucknell University. Submit will walk you through the three steps outlined below. If you generate the PDF without submitting, you can do so. Simply click Review to generate the PDF, and then close the box or click "Back." Either way, you will return to this page.

- Final review of your application
- Application fee payment (if not waived)
- Signature

The submission process will not be complete until your signature has been submitted.

Please be sure to complete all steps of the submission process.

[Review and Submit](#)

Review PDF to ensure correctness

THE COMMON APP
APPLICATION

Johnson, Tania
CEE: 470120 CAID: 8235
FERPA: Waived

Profile
Personal Information

Name Johnson, Tania
Sex, Birthdate Female, 08/01/1997

Contact Details

Email, Phone applicant@commonapp.org, +1.703-236-0000, Home, +1.703-236-0000, Mobile
Permanent Address 123 Main Street Arlington, VA, 22201, USA

Demographics

Hispanic or Latino No
Race Black or African American (U.S. / African American)

Language

English First Language, Speak, Read, Write, Spoken at Home

Geography & Citizenship

[Back](#) [Continue](#)

Click Continue to proceed

ready

PDF affirmation

Application Submission

1 Final Review

2 Payment

3 Signature

Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to NGU Undergraduate Program. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.

☒ I have reviewed the PDF copy of my application and wish to proceed with my submission. *

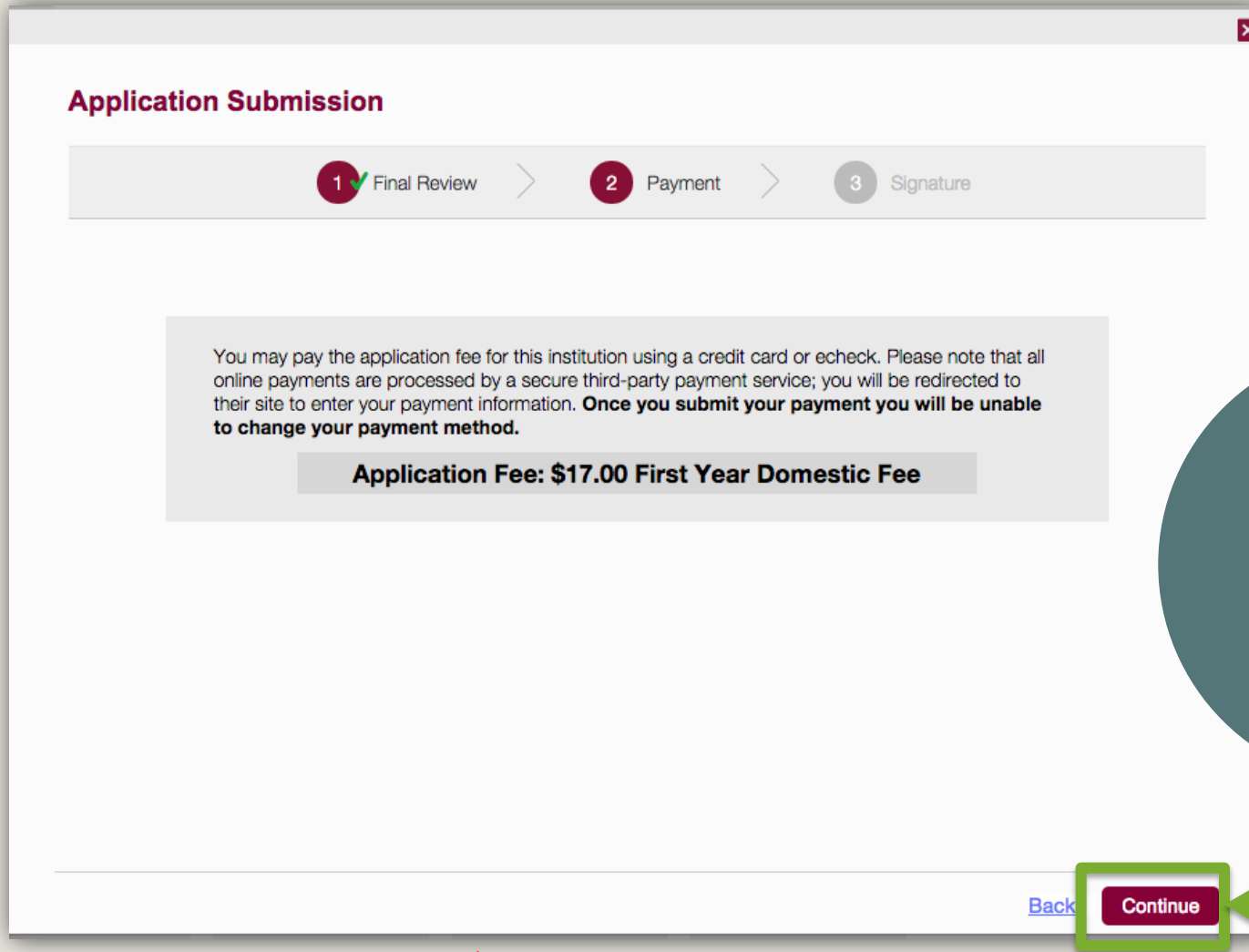
[Back](#)

#1 Click on box to indicate that the PDF is correct.


#2 Click Continue to proceed

ready

Payment notification



Application Submission

1  Final Review > 2 Payment > 3 Signature

You may pay the application fee for this institution using a credit card or echeck. Please note that all online payments are processed by a secure third-party payment service; you will be redirected to their site to enter your payment information. **Once you submit your payment you will be unable to change your payment method.**

Application Fee: \$17.00 First Year Domestic Fee

[Back](#) [Continue](#)

Click
Continue to
move to
Payment
Screen



Fee waiver screen

Application Submission

1 ✓ Final Review > 2 Payment > 3 Signature

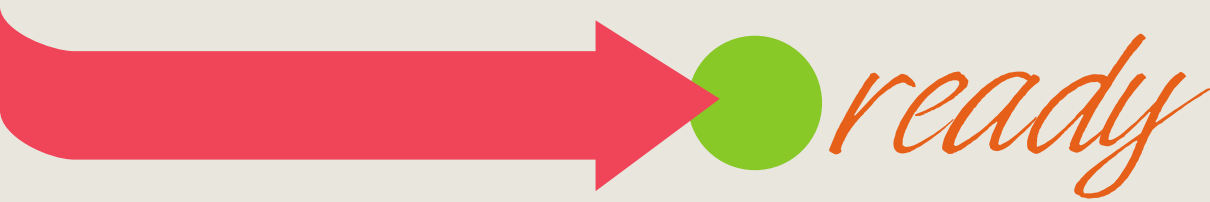
You have indicated in your application that you are requesting an application fee waiver. Please continue to the certification page to finish the application submission process.

[Back](#) **Continue**

The screenshot shows a web application window titled 'Application Submission'. At the top, there is a progress bar with three steps: '1 ✓ Final Review', '2 Payment', and '3 Signature'. Below the progress bar, a message box states: 'You have indicated in your application that you are requesting an application fee waiver. Please continue to the certification page to finish the application submission process.' At the bottom of the window, there are two buttons: 'Back' and 'Continue'. A green box highlights the 'Continue' button, and a green arrow points from a callout bubble to it.

If you requested a fee waiver, you'll see this message.

Click Continue to move to the next screen.



Application submission

Application Submission

1 ✓ Final Review > 2 ✓ Payment > 3 Signature

Signature

Please affirm the following before you submit your application.

- ☐ I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. *
- ☐ I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history. *
- ☐ I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information. *
- ☐ I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. *
- ☐ I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.] *

Check the
boxes &
type your
name

Application Submission

1 ✓ Final Review > 2 ✓ Payment > 3 Signature

Signature

Please affirm the following before you submit your application.

- ☒ I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. *
- ☒ I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history. *
- ☒ I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information. *
- ☒ I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. *
- ☒ I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.] *

Signature * Tania Johnson

Date * 09/10/2015

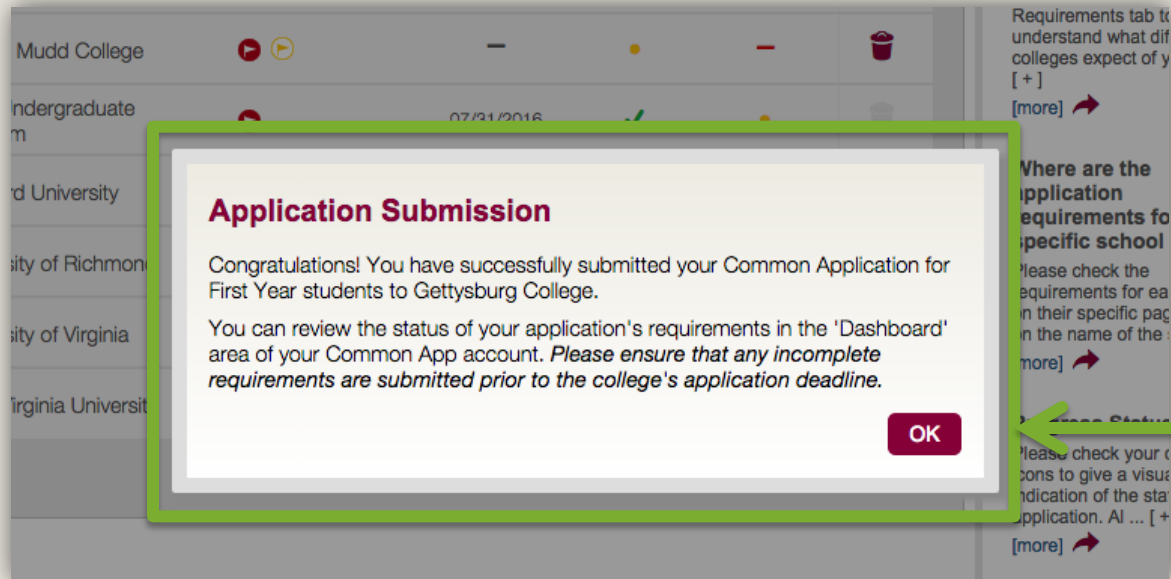
Back

Submit

Click
submit
to
proceed

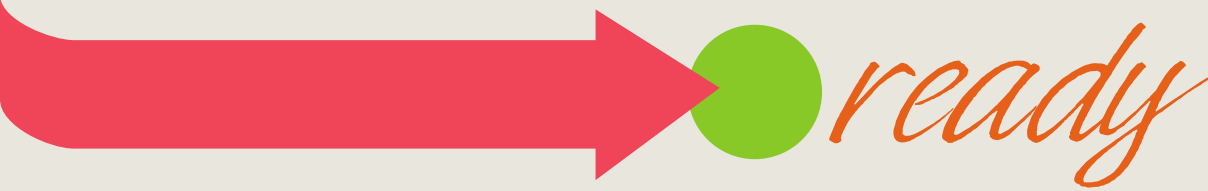
ready

Submission notification



Overlay
appears
immediately
upon
successful
submission.

Pro-tip: You will receive an email
confirming your submission.



Submission status

The screenshot shows a dashboard with tabs for 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'My Colleges' tab is active, displaying a table with columns: 'My Colleges (8)', 'Writing Requirements', 'Deadline', 'Application', 'Writing Supplement', and 'Remove'. A row for 'Bucknell University' is shown with a red play button icon, a yellow play button icon, the date '01/15/2016', a green checkmark, and a red minus sign. Below the table, a 'Status' tab is selected, showing 'Fall 2016, Regular Decision'. Under the 'Application' section, there is a green checkmark, the text 'Submitted - September 10, 2015 ET' with a document icon, and links for 'Common Application', 'Questions', and 'Recommendations and FERPA'.

Green check indicates that app has been submitted.

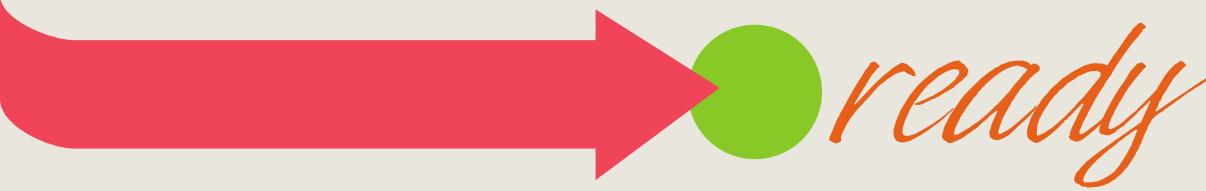
Pro-tip: Application submission date and time appears in the dashboard. **This is the date colleges use for scholarship deadlines.**

ready

Check Submission Status in Naviance

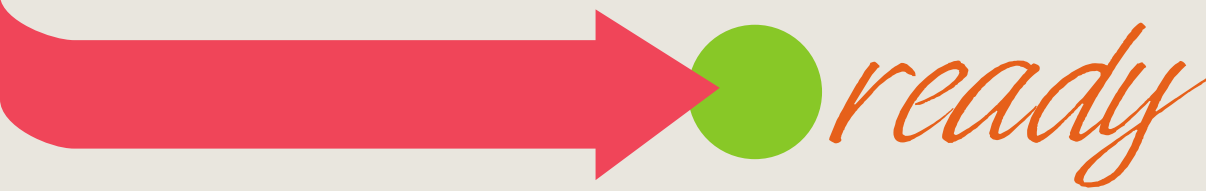
- You **MUST** indicate in your Naviance recordkeeping that you have submitted your application.
- If you have not indicated that you submitted your application then you need to...
 - Go to your 'Colleges I am applying to' section.
 - Go to your list of colleges and LOOK under the column heading 'My App'.
 - Click on 'have you applied'
 - Change your Status to 'I have submitted my application' .

This is necessary in order to notify your counselor you are finished. Failure to do so will result in a delay in your application processing.



Update Naviance

- It is extremely important that you continue to update your Naviance college information.
- **Like What?**
 - Status of your applications – accepted/denied/waitlisted
 - Indicate the school you plan to attend next fall.
- **Why?**
 - To keep our data correct so future students can accurately use the Scattergram feature when looking at colleges.
 - **To make sure the school you've selected receives your Final Transcript.**
 - This is what we use to send them in June of 2017.



Questions?

Do not hesitate to stop in to the Guidance/Academic Advising Office. We will be happy to answer your questions or if you wish, you may schedule a time to meet with your Counselor.

We are here to assist you in Your College Application Process!

commonapp
 *ready*