

College Applications via SchoolLinks- using the Common App

YOU SHOULD ONLY USE THE COMMON APPLICATION IF YOU ARE APPLYING TO MORE THAN ONE SCHOOL THAT USES IT. OTHERWISE USE THE COLLEGE'S ONLINE APPLICATION

Applying to Colleges Using the Common Application: FIRST: LOG IN TO SCHOOLINKS-

- ☑ Click on Colleges and then College Applications. A video will pop up (the 1st time you log in), entitled *Understanding College Applications for Students*. You can view the video again, by clicking the blue, Help Video button.
- ☑ Click "Track" under Submission Tracker, to create a list of colleges that you will apply to.
- ☑ Under "In Progress," click on +Add School and you will type in the name of the college you are applying to. Select the college and you will see a tile with links to the admission website at the top.
- ☑ Select the Application Type: Regular, Early Action, Early Decision **Most students apply Regular Decision
- ☑ You will need to know the deadline for the application type you choose if it is not populated for you.
- ☑ Application Method: Choose Common Application
- ☑ Check the box- *I plan on requesting an application fee waiver*, if this applies to you.
- ☑ Check the box- *I plan on applying for Financial Aid (FAFSA or ORSAA)*. Most students will click this box.
- ☑ Click the green *Save App Details* button.
- ☑ Under Application Requirements there are two tabs, *Student Requirements* and *High School Requirements*. This is where you can add tasks that need to be completed.
 - ☐ Student Requirements: Submit application, FAFSA submission & Financial Aid Application, will be tasks that are already assigned to you. You can add other tasks, such as: Requesting Recommendation Letters, Application Fee Waiver, or Test Scores (test scores are already on your Barlow transcript so you do not need to select this option). The listed requirements may change, based on the college you are applying to.
 - ☐ High School Requirements: Nothing will be listed in this section, as all requirements of the high school, will be completed in the Common Application.
- ☑ Return to the College Applications main screen. Under Upcoming Requirements is where you will mark your tasks "done," when you have completed them. Completing all tasks will indicate to your counselor that you have finished applying to this college.

You now need to complete a Common-Application:

1. Go to www.commonapp.org and create an account. Write down your username and password (so you don't forget what you chose)
2. Fill out all of the required sections of the Common Application and add the colleges you're applying to on the My Colleges tab.
3. Under *My Colleges*, you will see a list of the Colleges that you are applying to. Under each College tab, you will complete all required sections.
 - a. Under *Recommenders and FERPA*, is where you will complete the FERPA waiver and request your letters of recommendation from your teachers and counselor. You will need up to 2 teacher letters of recommendation and a letter from your counselor when using the Common App. Colleges are looking for Core Teachers from your Junior/Senior year.

FOLLOW STEPS IN ORDER:

1. Have copies of your Resume or Activities Chart available for your recommenders
2. Ask teachers & your counselor **IN PERSON** for your letter and provide any additional information/requirements
3. Your teachers, nor counselor, will write you a personalized letter, if you do not ask in person, with at least 2 weeks notice. Watch deadlines and follow up with teachers as needed.