



# Common Application Process

*Applies for Common Applications ONLY*

- ✓ Go to [www.commonapp.org](http://www.commonapp.org) and register
- ✓ Complete application (be sure not to rush through it, and to double check that all information is complete and correct)
- ★ ✓ Be sure to check **“YES, I Do Waive My Right To Access”** under the FERPA section as counselors will not be able to submit letters of recommendations and/or evaluations unless this is marked on the application
- ✓ Through online application, under Recommenders, **“Invite”** counselor to complete your **Secondary School Report - SSR** (counselors will complete these online)
  - Be sure that all counselor information such as **First and Last Name and Email are CORRECT** before submitting the request
  - Remember to complete your College Planning Questionnaire on Naviance as counselors need this completed before writing a letter of rec.
  - You **DO NOT** have to request a transcript to be sent to your Common App school. Counselors will upload a transcript with the SSR.
- ✓ Through online application, under Recommenders, **“Invite”** teacher(s) to complete the **Teacher Evaluation Form** (teachers have the option to complete the evaluation online or to mail it using the pre-addressed, stamped envelope provided by the student)
  - Be sure that all teacher information such as **First and Last Name, Email, and Subject Taught are CORRECT** before submitting online
  - Remember to inform the teacher(s) about the Invite and to give them your completed teacher recommendation form
- ✓ If you need assistance from Common App, go to the “Help Center” and go to “Knowledge Base” or “Ask a Question”; **DO NOT** create multiple accounts to fix the problem