



Common Application

Completing the Common APP

- ❖ Complete all sections of the [Common App](#), including:
 - Under **“College Search”** tab, add colleges to which you will be applying.
 - Consult **“Dashboard”** to determine all of the necessary application components for each college.
 - Under the **“Common App”** tab complete: Profile, Family, Education, Testing, Activities and Writing sections.
 - Under the **“My Colleges”** tab complete: Questions – General, Academics, Activities, Contacts, Family & Personal Statement – Recommenders & FERPA (see below) and Review and Submit

Completing the FERPA Release

- ❖ [Watch this video](#) or follow the instructions below:
- ❖ In the **“Common App”** tab, click on the “Education” section and add HFHS as your current school.
- ❖ Add at least one college from the **“College Search”** section
- ❖ In the **“My Colleges”** tab, click on **“Recommenders and FERPA”** and then complete the waiver with the following steps:
 - Read the FERPA Release Authorization, click the checkbox and click continue.
 - Check the first authorization box, then select **“I waive my right to review...”**
 - Check the final box, type your name, enter the date and click **“Save”**

****As a reminder, your school counselor will upload your transcript for you. Please invite them as early as you can, and remember that the counselor will complete their portion by the **COUNSELOR DEADLINE** (which may be different from what the family sees as a deadline)**

