

THE COMMON APPLICATION

For Undergraduate College Admission

1. What is the common application?
 - A not-for-profit organization that serves students and member organizations by providing one admissions application students can submit to several different colleges.
2. What colleges participate in the common application?
 - 350+ colleges and universities across the country
 - Colleges may only participate if they use a holistic approach to selecting candidates. This means that they must use not just grades and test scores, but also at least one recommendation, an essay, and broader campus diversity considerations.
3. Why use it?
 - Once completed, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges. The same is true of the School Report, Midyear Report, and Teacher Evaluation forms. This allows you (and your teachers and counselors!) to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and senior year coursework.
4. What's the catch?
 - Most colleges will want you to complete a specific school supplement in addition to the common application.
 - **PAY CLOSE ATTENTION TO EACH SCHOOL'S REQUIREMENTS!** They could all be different.
5. How do I start?
 - Begin by creating an account at www.commonapp.org
 - Check out the "common questions" link and the "application support center".
6. How do I invite my teachers and counselor to fill out my recommendations online through common app?
 - First, talk to your teachers and counselor to ask if they are willing to write a recommendation for you.
 - When you create an account on the Common App Online, you must first indicate what high school you attend. Once this information has been saved, you can access a 'School Forms' section of the Common App where teachers and counselors can be identified. By adding a teacher or counselor to the list of school officials, an email is triggered to the teacher or counselor with information about how to log into the Online School Forms system or how to opt for the "offline" or paper process. You are then able to track the progress of your teachers and counselors via a screen within the Common App Online.
 - Confirm with your teachers and counselor that they have received the email invitation.
7. Tips/Things to remember
 - Save your work often!
 - Use a Word document to type your writing samples first and then cut and paste them to online forms.
 - **YOU MUST SEND YOUR ACT/SAT SCORES DIRECTLY FROM ACT OR COLLEGE BOARD! PCHS CANNOT SEND OFFICIAL SCORES!**
 - Your counselor will upload your transcript online. **DO NOT REQUEST A PAPER TRANSCRIPT TO BE SENT!** This could hold up your whole process.