The COMMON APPLICATION Checklist

APPLICANT SIGN IN:

Email: ____________________________________________________________

Password: ________________________________________________________

As an applicant, you have four tabs you can select when you are signed in to website: DASHBOARD, MY COLLEGES, COMMON APP, and COLLEGE SEARCH.

☐ Use COLLEGE SEARCH to locate/research up to 20 colleges you want to apply to.
☐ Click on COMMON APP to begin filling in your application.
☐ Must complete all blanks with a RED Asterisk (*) behind them.
☐ Under “Testing” section you should self-report test scores and future test dates.
☐ Report “Activities” which are most important to you, 10 activities maximum.
☐ Under “Writing” section, type your essay into the block directly or copy and paste from a word document.
☐ Proofread essay before and after you add it to the application.
☐ Additional Information: any information you wish to report but isn’t asked for directly in the Common App can be shared in this section of the Writing screen.
☐ After completing application, go to MY SCHOOLS and answer the supplemental questions for your selected schools.
- Invite your guidance counselor to complete the school report for you (must know the email address of counselor).
- REFERENCES: you may invite a teacher or another adult (coach) to write a reference for you, if required by your school.
- SUBMISSION: before you can submit application to a school, you first must complete the school’s specific questions and assign (invite) the appropriate amount of Recommenders for your school.