

Common Application

Presented by:
Monterey Peninsula College
Counseling & CTRC

Common App - What is it?

- **One Application for many colleges and universities!**
 - Private & Out of State schools
 - No need to enter in the same information multiple times for different applications
 - Check with the school you wish to apply to to see if they use the Common App

Common Technical Problems and Issues

- System time-out claimed at 60 minutes (but can be less!)
- Required responses are marked with a **red asterisk ***
- Make sure your email and phone number are kept accurate to receive important information about deadlines and other admission information from the Common App or your selected institutions.
- If you have questions or concerns, contact the Common App Help Center or the university's admissions office.

Get Started at:
CommonApp.org

Sign In to My Application

Don't have an account? [Create an Account](#)

Email

Password

[Need Help?](#) | [Forgot password?](#)

Sign In

Account Creation

1 Registration Type > 2 Login Credentials > 3 Registration Information

Welcome to the Common Application! Please tell us how you will use the system so we can prepare your account. If you are u encourage you to explore each option before you continue.

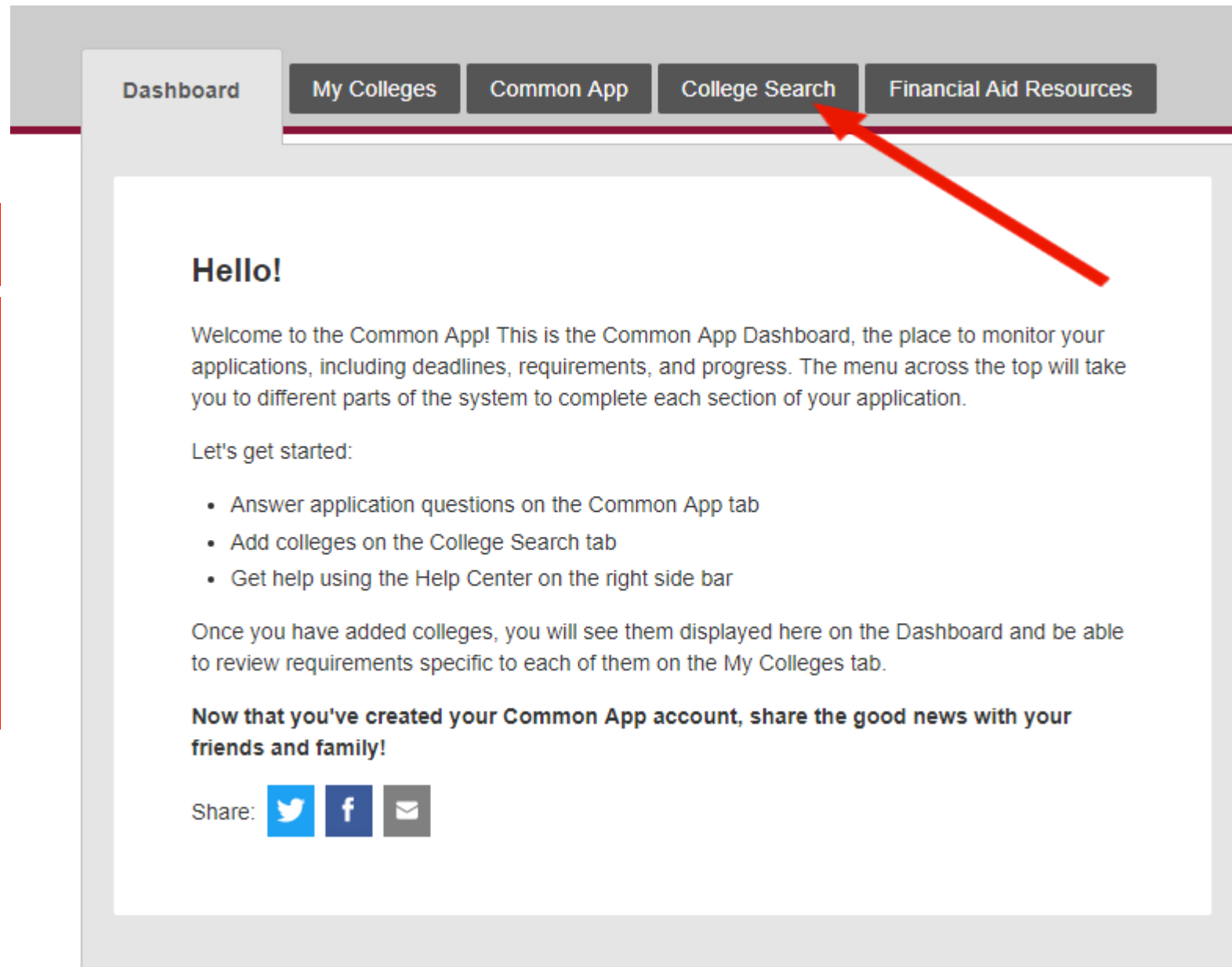
I am a(n): *

- Student
- Education Professional
- Parent or Other Adult

[Clear](#)

Be sure to select "student"

Add colleges you
will apply to
starting with the
“College Search”
tab



The image shows a screenshot of the Common App dashboard. At the top, there is a navigation bar with five tabs: "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". A red arrow points to the "College Search" tab. Below the navigation bar, the main content area has a heading "Hello!" followed by a welcome message: "Welcome to the Common App! This is the Common App Dashboard, the place to monitor your applications, including deadlines, requirements, and progress. The menu across the top will take you to different parts of the system to complete each section of your application." Below this, it says "Let's get started:" followed by a bulleted list: "• Answer application questions on the Common App tab", "• Add colleges on the College Search tab", and "• Get help using the Help Center on the right side bar". Further down, it states: "Once you have added colleges, you will see them displayed here on the Dashboard and be able to review requirements specific to each of them on the My Colleges tab." At the bottom, it says: "Now that you've created your Common App account, share the good news with your friends and family!" followed by a "Share:" label and three social media icons: Twitter, Facebook, and Email.

Dashboard My Colleges Common App College Search Financial Aid Resources

Hello!




Welcome to the Common App! This is the Common App Dashboard, the place to monitor your applications, including deadlines, requirements, and progress. The menu across the top will take you to different parts of the system to complete each section of your application.

Let's get started:

- Answer application questions on the Common App tab
- Add colleges on the College Search tab
- Get help using the Help Center on the right side bar

Once you have added colleges, you will see them displayed here on the Dashboard and be able to review requirements specific to each of them on the My Colleges tab.

Now that you've created your Common App account, share the good news with your friends and family!

Share:   

Complete the Common Application Tab

- The Common Application tab has 6 sections: Profile, Family, Education, Testing, Activities, Writing

The screenshot displays the Common Application user interface. At the top left is the logo "THE COMMON APPLICATION". At the top right, a user is logged in as "Andrea" with the email "andie_mann@hotmail.com" and a "Sign Out" button. Below the header is a navigation bar with tabs for "Dashboard", "My Colleges", "Common App" (which is active), "College Search", and "Financial Aid Resources". On the left side, a sidebar menu lists sections: Profile (selected), Family, Education, Testing, Activities, and Writing. The main content area is titled "Profile" and includes a "Preview" button and a "View Profile Tutorial" link. The "Personal Information" section contains the following fields: "First/given name" (required, filled with "Andrea"), "Middle name" (empty), "Last/family/surname" (required, filled with "Mann"), "Suffix" (a dropdown menu currently showing "Select"), "Preferred name (nickname)" (empty), and "Have you ever used any other names?" (required). On the right side, there is an "Instructions and Help" section with two articles: "How should I respond to the 'Sex' question?" and "Why is the 'Sex' question required?".

Complete the Requirements for all of your Colleges

- Under the “My Colleges” tab, you will see your colleges in maroon blocks
 - This is sometimes called the University Supplement
- Required application materials appear once you expand on that maroon block

The screenshot shows a navigation bar with tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'My Colleges' tab is active and highlighted with a red arrow. Below the navigation bar, a maroon block for 'University of San Francisco' is highlighted with a red border. This block contains an 'Application' section with '(0 of 3 Completed)' and three items: 'Questions', 'Recommenders and FERPA', and 'Review and Submit - Common App'. To the right of this block, the main content area shows sections for 'FERPA Release Authorization', 'Invite Recommenders', 'Recommenders for University of San Francisco', and 'Academic Evaluator'. The 'Academic Evaluator' section includes a table with 'Required: 0', 'Optional: 1', and 'Total: 1', and an 'Add Another' link. The 'Transcript' section is partially visible at the bottom.

Note on forms,
supplementals,
and other
requirements

- **Common Application** is used by many different universities. Those universities all have their own unique requirements.
- You will see many different options to complete forms, supplemental applications, letters of recommendation, and more. Not all may be required by the university you are applying to.
 - The **Common Application** will indicate which are required, optional, or just not needed.
 - You should also research the university or college's website for specific requirements as a *transfer* applicant.

How will I know what is required?

- Though still a good idea to double check all requirements on the school's website

The screenshot shows the application portal for the University of San Francisco. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. Below this, the user is logged in as 'University of San Francisco'. A sidebar menu on the left is titled 'Application (0 of 3 Completed)' and contains three items: 'Questions', 'Recommenders and FERPA', and 'Review and Submit - Common App'. The 'Recommenders and FERPA' item is highlighted with a red box. A red arrow points from this box to the 'Academic Evaluator' section on the right. In the 'Academic Evaluator' section, there is a table with the following data: Required: 0, Optional: 1, Total: 1. This table is circled in red. Below the table is an 'Add Another' link. Other sections visible include 'FERPA Release Authorization', 'Invite Recommenders', and 'Transcript'.

Dashboard My Colleges Common App College Search Financial Aid Resources

University of San Francisco

Application (0 of 3 Completed)

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

For All Colleges

- **FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf.
[Release Authorization](#)

Invite Recommenders
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).
[Invite and Manage Recommenders](#)

Recommenders for University of San Francisco

Note: All dates are Eastern Time

- ✓ **Academic Evaluator**
Please select and assign the Academic Evaluator(s) below whose recommendation will be submitted to this college on your behalf. You must first invite an Academic Evaluator using the 'Invite Academic Evaluator' link before you can assign them for this college. (For the purposes of Academic Evaluator recommendations, you must select the college instructor or academic advisor.)

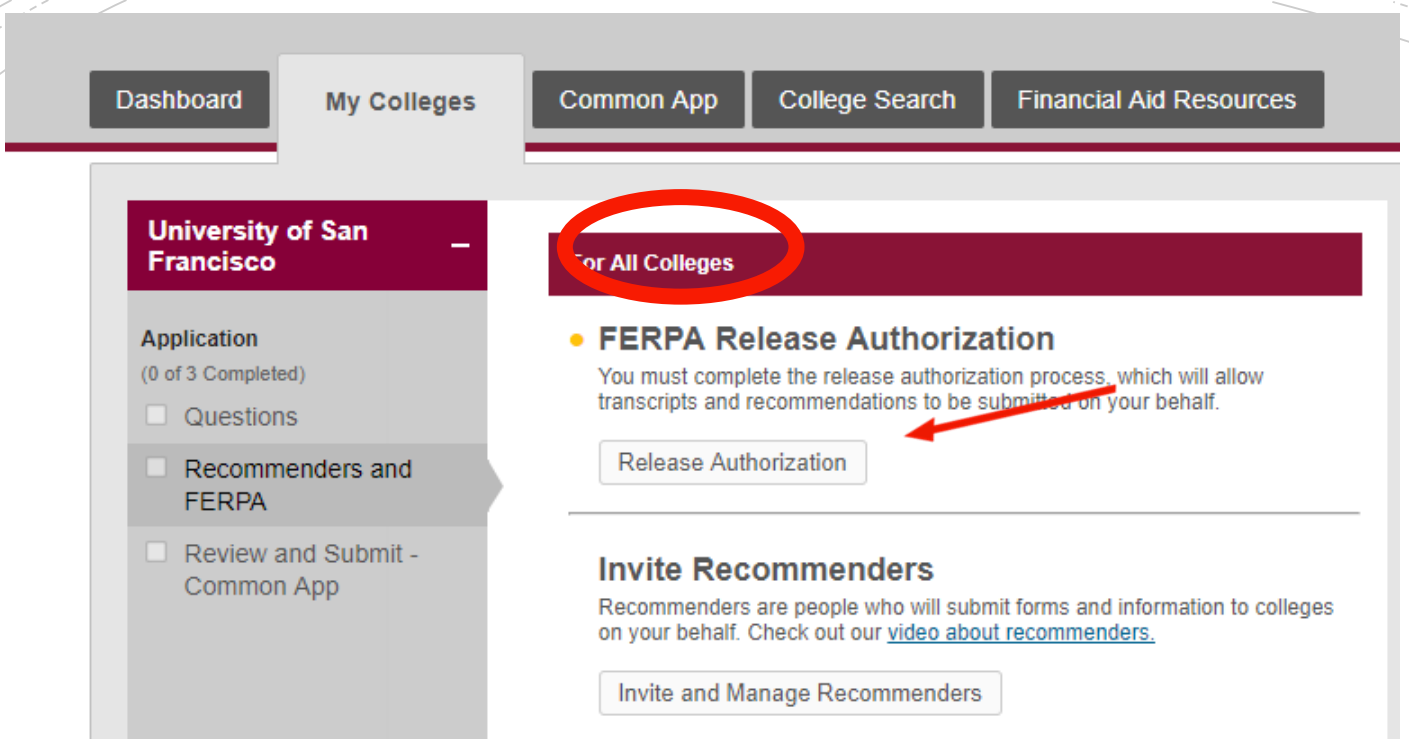
Required: 0	Optional: 1	Total: 1
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[Add Another](#)

Transcript
You must provide official transcripts from all colleges and universities you have attended. These records should be sent directly to your college using whatever process the sending institution has in place.

Assign Recommenders: FERPA

This is required as part of the Common App, even if the schools you are applying to are not requesting letters of recommendation



Complete the [FERPA Release Authorization](#).

Only needs to be completed once, then it applies for all other colleges and universities you are applying to through the Common Application Questions? View their youtube video:

<https://youtu.be/axEZApfQxGc>

Only then will you be able to send invitations to your recommenders via The Common Application. Click 'Save' and you will be provided the following form...

Recommender Invitations: Academic Evaluator

- **INVITE** an Academic Evaluator through the Assign Recommenders section on The Common Application.
 - That recommender can be an instructor or an advisor who will write a letter of recommendation for you.
- Your recommender can then either submit their letter through the on-line Common App form.
- It is best practice to ask an instructor or advisor to write a letter of recommendation on your behalf *before* entering them into the common application as a recommender.
 - And remember! Not all schools require this.

Additional Forms – How do I know if needed?

- Review the *transfer* application requirements on the university or college's website

Additional Forms

The forms in this section cannot be submitted online. Please note that not all Common App institutions require these forms. Therefore, we recommend you confirm with each college which submissions are required in addition to your official transcripts.

- The College Report collects information about your standing at your current institution. You may need to gather this information from more than one official at your institution, such as the advisor, dean, or registrar.
- Other Recommendations are non-academic recommendations accepted by some colleges as part of your application. Please check the specific requirements for each college to determine if they will accept the Other Recommendation form.
- The Secondary School Final Report should accompany your secondary school transcript. Please print the form and provide it to the school official responsible for mailing that document.
- The Mid-Term report collects information about courses in which you are currently enrolled. Please print the form and follow the instructions provided before mailing to each of your colleges.

College Report

[PDF Form](#)



Other Recommendation

[PDF Form](#)



Secondary School Final Report

[PDF Form](#)



Mid-term Report

[PDF Form](#)



Additional Forms: More and More reports!

- **More and More reports!**
 - **Transfer College Report**
 - Submit to Sandy Nee, Administrative Assistant to the Dean of Student Services
 - Submit form plus your MPC ID# and the address to send the report to
 - **Secondary School Final Report**
 - More for high school students
 - Check with the school you are applying to if this is necessary; it may be best to submit your transcripts instead
 - **Transfer Mid-Term Report**
 - To be completed by your current instructors

Application Checklist

- Complete the
 - Common Application tab,
 - University Supplement (found under the My Colleges tab),
 - Pay the application fee (or apply for the fee waiver).
- You must complete the [FERPA Release Authorization](#).
 - Only needs to be completed once, then auto populates response for all other schools
- Send official college transcripts and high school transcripts(if applicable), SAT or ACT with Writing scores (if applicable) and available AP/IB scores.
 - How will you know what is required? The Common App will indicate if it is required, and you can check the school's website
- Complete the writing supplement, if required
- Complete the Art Supplement via SlideRoom if required by your major. (Art, Dance, Music, Theatre, Film, etc.)
- Ensure you have completed all other forms required of the school you are applying to
- Review your application thoroughly; Counseling or the Career Transfer Resource Center can assist you with this.
- Review and submit your complete application prior to the specified deadline!
 - Note: the Common App is on East Coast time; submit by 9pm CA time to guarantee it is the correct date!

What Next?

- **Apply for financial aid!**
 - Do this before March 2 for priority in California
- **Log in to university portal pages :**
 - Check for “To-Do” items, email and announcements, etc.
- **Send in official transcripts and other documents by the deadline posted on the school’s website**
- **If you needed a recommender/recommendation letter, check with your recommender to make sure they have submitted it by the deadline**
- **The portal page still says my documents are missing but I already submitted them!**
 - Normal processing time can take up to 4-6 weeks or more. If after that time items are still missing please call the university’s Admission (or Registrar’s) office before re-sending materials.
- **How can I track my admission status?**
 - Student portal pages usually offer status updates

Help is here at
MPC

For additional assistance:

- General Counseling: 831-646-4020, or book an appointment through your webreg account
- EOPS Counseling: 831-646-4247
- Trio: 831-646-4246
- Career Transfer Resource Center: 831-645-1336