Common Application

Presented by:
Monterey Peninsula College
Counseling & CTRC

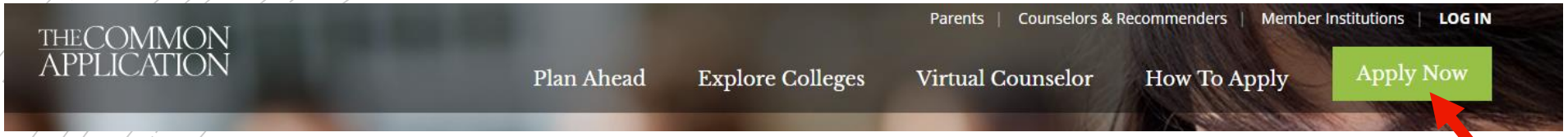
Common App - What is it?

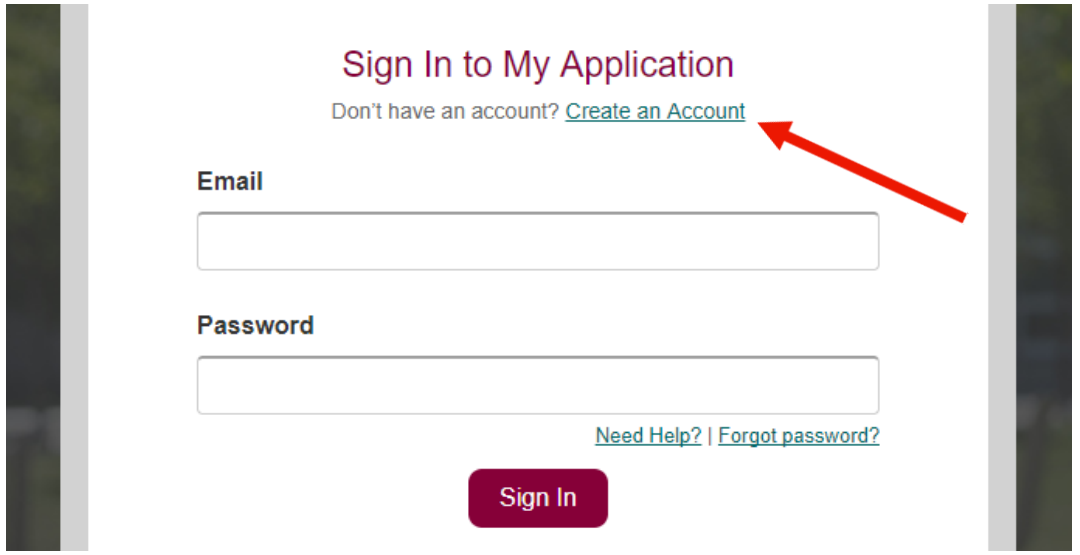
- One Application for many colleges and universities!
  - Private & Out of State schools
  - No need to enter in the same information multiple times for different applications
  - Check with the school you wish to apply to to see if they use the Common App

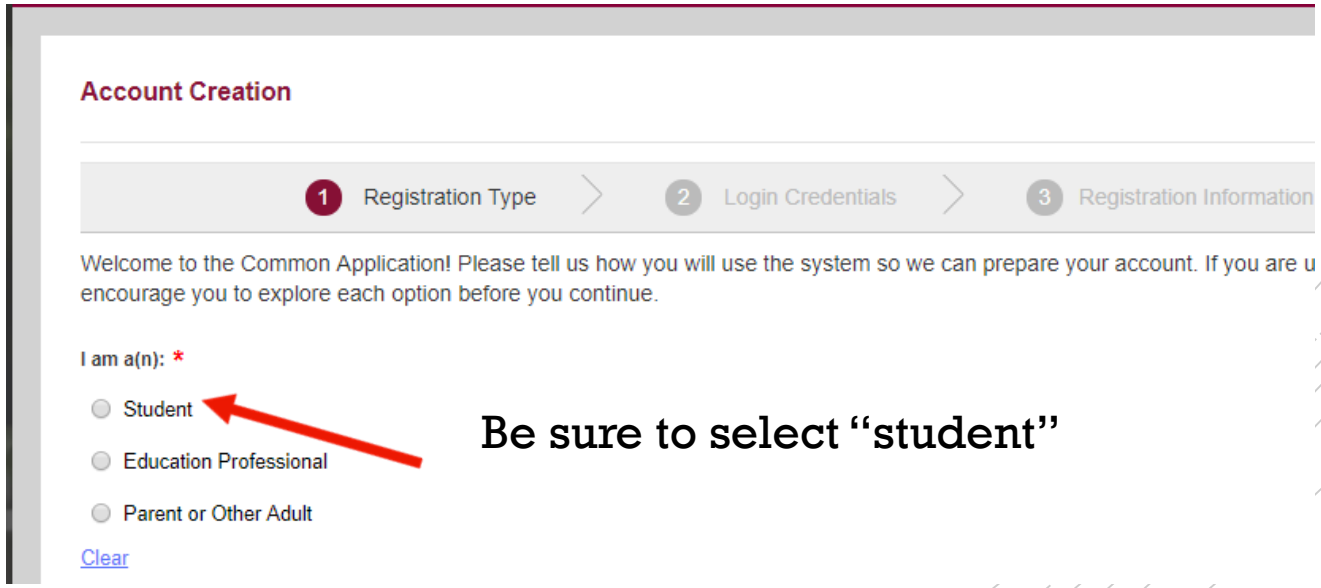
Common Technical Problems and Issues

- 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

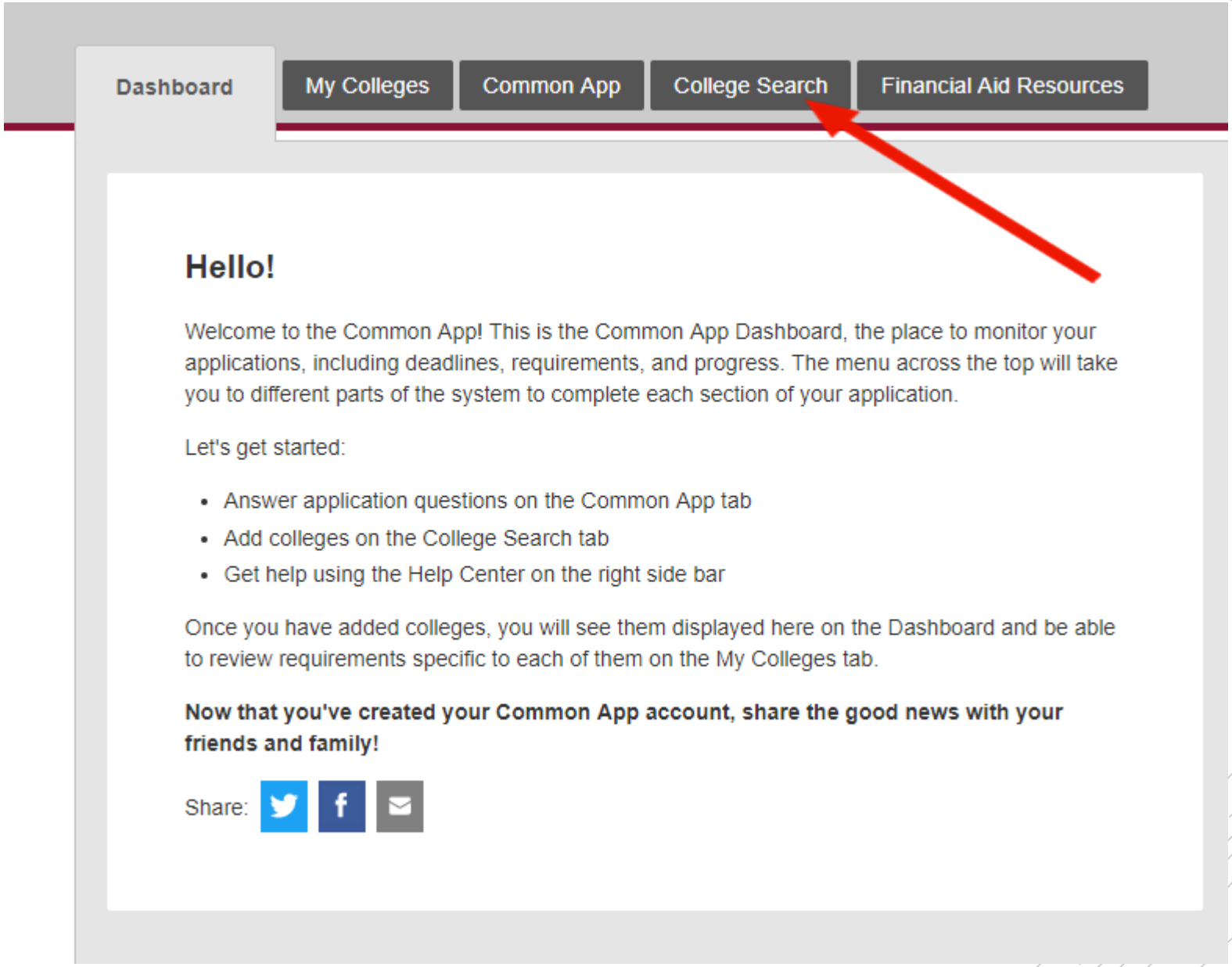






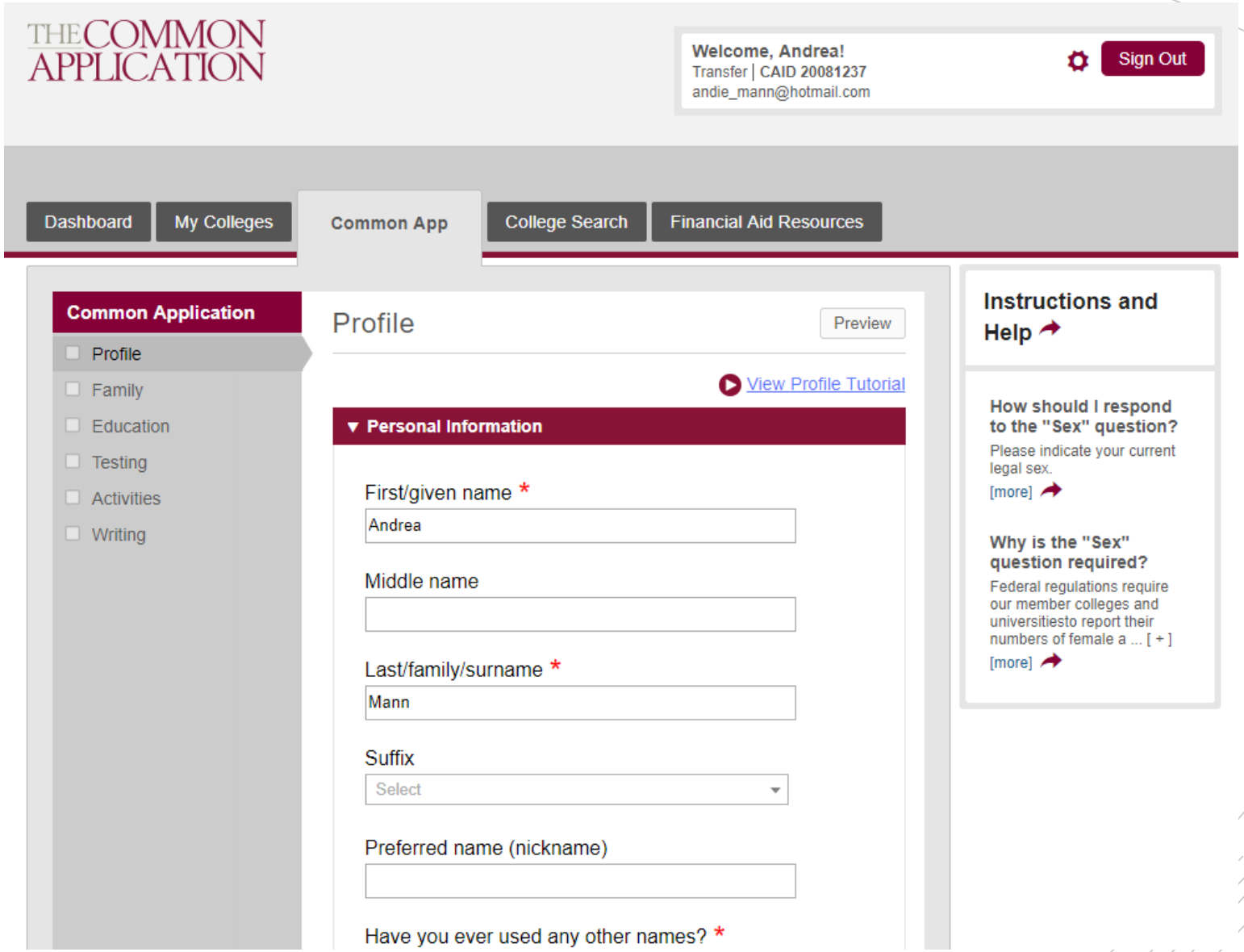
Be sure to select "student"

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



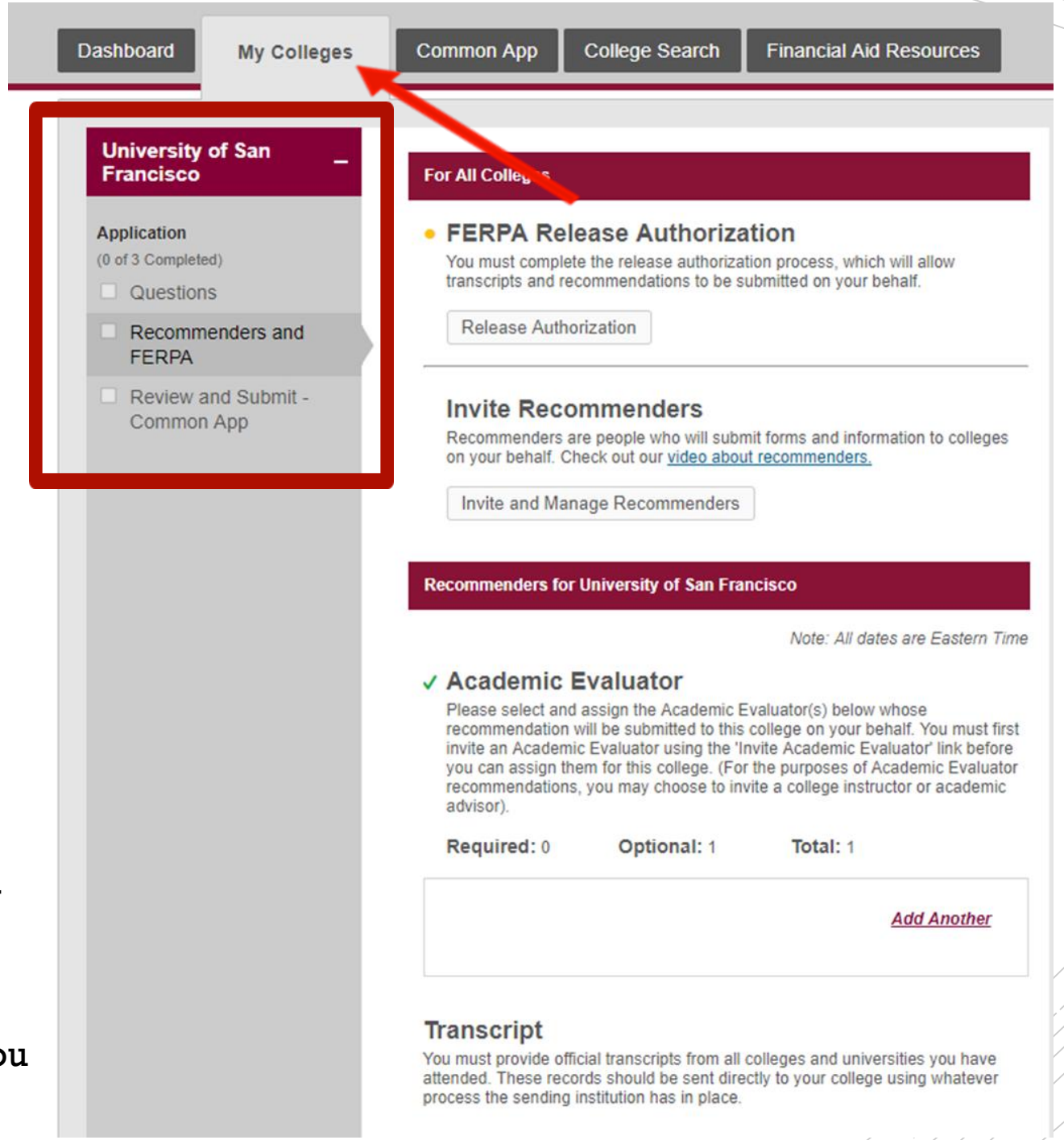
Complete the Common Application Tab

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



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

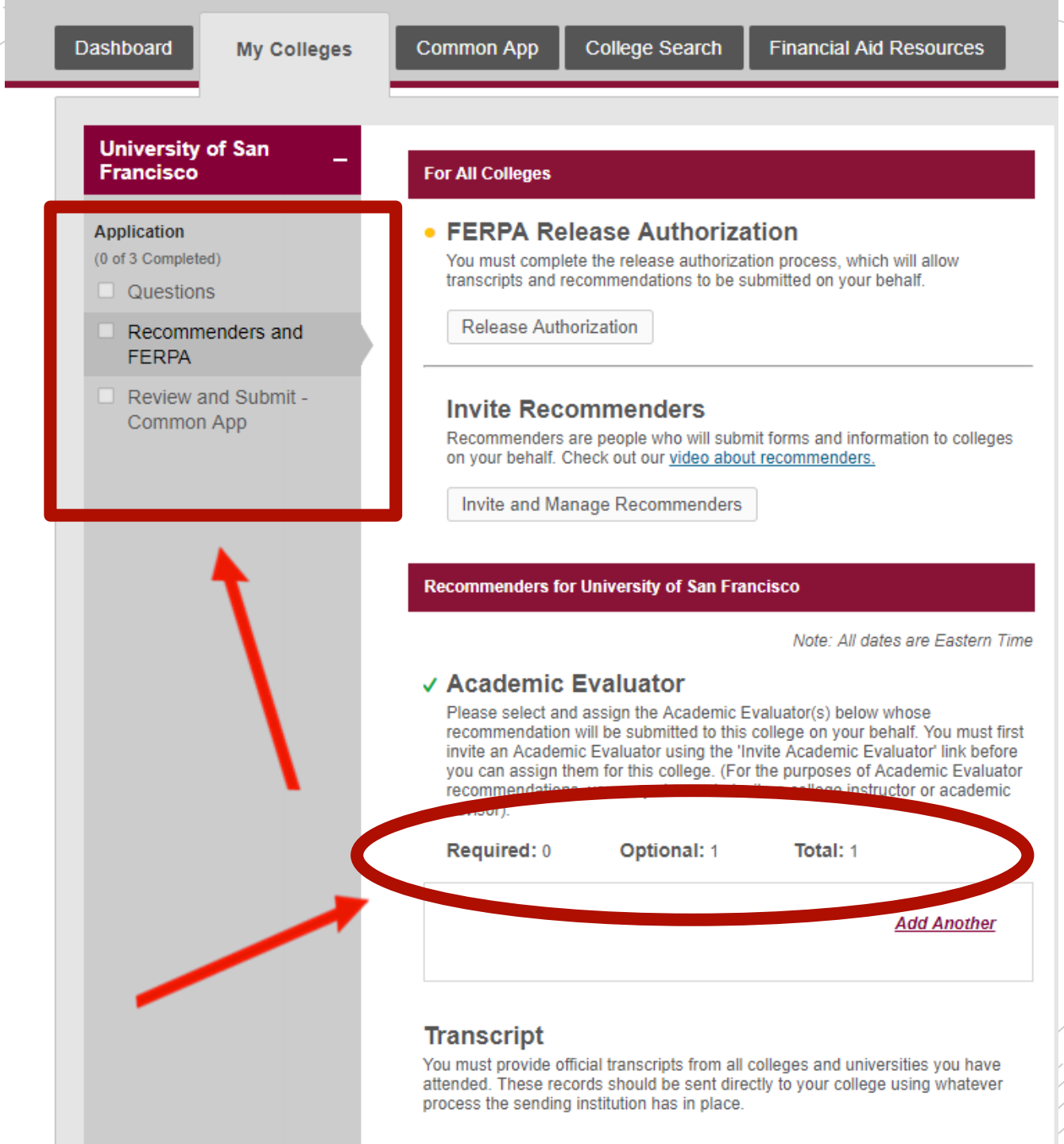


Note on forms, supplementals, and other requirements

- 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.

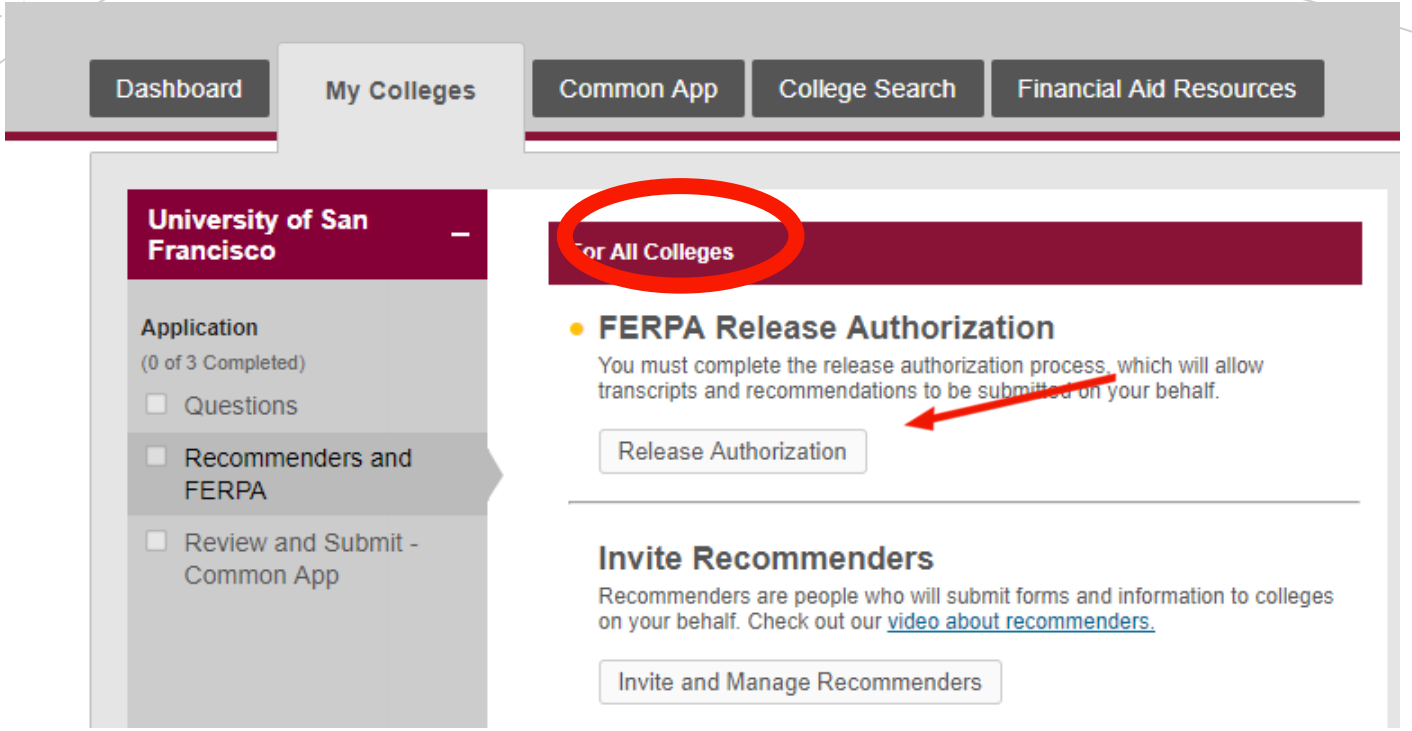
How will I know what is required?

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



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