

THE COMMON APPLICATION

For Undergraduate College Admission

1. Create a Common App Account on website: www.commonapp.org

- Add Colleges to your account by going to "Search for Colleges."
- Complete FERPA Waiver which allows you to waive or not waive your right to view letters of rec.
- Complete application(s)

2. Link Common App with Naviance by logging into your Naviance Account

- Log onto your Naviance account <http://connection.naviance.com/willowbrook>
- Go to the COLLEGES Tab and Click on "Colleges I'm Applying To"
- Complete the Common App Matching Screen at the top of the page

If the college(s) you are applying to is not listed:

-Click "Add To This List" and click "Lookup" or "Search" to find school

3. Request Transcripts on Naviance

- Click on "Colleges I'm Applying To"
- Choose the **Application Type** (Regular Decision, Early Decision, Early Action).
- Click **Request Transcript**
- Next to the College by which you are applying via common app, answer the question **Applying via Common App** for each college and update your info.
- Your transcript will be sent with your Counselor Recommendation Form which is **REQUIRED** when using Common App.

4. Teacher/Counselor* Recommendations on Naviance

- Locate the **Teacher Recommendations** section (*Request Letter on Naviance after speaking to Teacher/counselor in person and providing them with Resume and Recommendation Form*)
- Find box titled, "Teacher Recommendation" and Click **Add/Cancel Requests**.
- Select name of teacher/counselor and submit request. Write in box specific schools, due dates and additional information.
- Allow at least **2 weeks** processing time for each request so be aware of college deadlines. It is your responsibility to inform and follow-up with the teacher and/or counselor regarding the submission of your request.

***PLEASE NOTE THAT YOU MUST ASK YOUR COUNSELOR FOR A RECOMMENDATION AS IT IS REQUIRED TO SEND YOUR TRANSCRIPT**

5. Send official ACT/SAT scores (**PSAE ACT scores, taken Junior Year at School in April, are included on your official transcript*)

- ACT Website: www.actstudent.org
- SAT Website: www.collegeboard.org

6. When you receive a decision from the college, Return to the **Colleges I'm Applying to** section and click the under **Actions** to update your **Status** (Accepted, Waitlisted, etc.)

Quick Common Application Checklist:

- ✓ Create Common App Account & Add Schools
- ✓ Complete Application & Essay/Personal Statement (if applicable)
- ✓ Link Naviance Account with Common App Account
- ✓ Submit fee or Fee Waiver for each school
- ✓ Letter(s) of Rec (if applicable)
- ✓ Counselor Recommendation **REQUIRED**
- ✓ Transcripts (send with Counselor Rec form)
- ✓ ACT/SAT scores