

## 2021-2022 Quick Guide for the Common Application

The counselors went through the Common Application and came up with a list of answers and tips to provide clarification and pointers for certain areas within the application. We did not address areas we felt were clear, but we welcome you to contact your counselor if you have questions above and beyond what is covered on this sheet!

### CREATE AN ACCOUNT

- Use the same username and password for all college apps.
- The Common App requires a quirky password that has uppercase, lowercase, number, and character requirements- so save it in your phone.

### COLLEGE SEARCH TAB

- This is where you search to find colleges to which you plan to apply and add them to a centralized list.
- Make this the first thing you do after setting up an account so that you can see the requirements for each institution!

### DASHBOARD/MY COLLEGES TABS

- In these two tabs, you can see specific information about your chosen schools, see application requirements, and manage the sending of your applications.
- This is where you will find the **FERPA** link to click and authorize the release of your transcripts and materials.
- You **MUST** complete the FERPA release in this section or we will not be able to send your materials when the time comes.
- You only need to complete the FERPA release once and it will cover all schools.
- Type **YES**, when asked if you waive your right to see your recommendations.
- Since we are a Naviance school, you will **NOT** need to worry about inviting your recommenders here- we will do that in Naviance.

### COMMON APP TAB

- This is the actual Common Application that you need to complete. Below we break down many of the sections within the application to provide help.

#### **Under PROFILE**

- Under Personal Information- Use your Formal Name- be consistent.
- Under Contact Details- Use the same email for ALL college applications and then make sure you check that email!
- Under Common App Fee Waiver- Only say yes if you meet the criteria for and have turned in Free and Reduced Lunch paperwork.

#### **Under EDUCATION**

- Under Current or Most Recent School- Date of entry for most of you who entered as freshmen will be 08/2018
- Under Graduation Date- 05/22/2022

- Counselor Information- Be sure to spell your counselor’s name and email correctly. Our contact information can be found on the PHS website.
- Under Grades-
  - Class Rank Reporting= No, we do not rank.
  - Graduating Class Size= 146
  - GPA Scale- 4.0
  - GPA Weighting- Weighted
- Under Current Year Courses-
  - List ALL courses for senior year.
  - Be sure the course name is typed exactly as it appears on your schedule.
- Under Honors-
  - NHS can go here
  - Don’t forget your annual GPA recognition.
- **TESTING**
  - Under Tests Taken-
  - Even if you report test scores here, schools require you to send official scores from ACT/College Board directly.

**\*\*\* Give yourself ample time for test scores to be sent from the testing agency to the college (watch application deadlines!). This is your responsibility--Guidance is not able to send official test scores for you (nor do we remind you) \*\*\***

1. If you have an upcoming test, you can put it in under “Number of future sittings you expect.”
2. For ACT= The first thing you will put in is your Highest Composite Score from one single test date, then you put in your highest sub scores out of all of your test dates.
3. For SAT= You just put in your highest sub scores out of all of your test dates.

**For help with remembering LAST YEAR’S test dates**

<b>ACT Test Dates- 20-21</b>	
9/12/2020	12/12/2020
9/13/2020	2/6/2021
9/19/2020	2/23/2021 (at PHS)
10/10/2020	4/17/2021
10/17/2020	06/12/2021
10/24/2020	07/17/2021
10/25/2020	

**Under ACTIVITIES**

**ANSWER:** You only have room for 10 so prioritize and choose wisely!

**TIP:** Guesstimate hours per week and weeks per year.

**Under WRITING**

**ANSWER:** Personal Essay- Work on your essay outside of this application in word, Google docs, etc. and when it is ready you can copy and paste it into the Common App. Please remember that ALL of your chosen Common App schools will receive this same essay.

**ANSWER:** Additional Information- Only use this section if you wish to provide details of circumstances or qualifications not reflected in the application.

**QUESTIONS LINK UNDER EACH INDIVIDUAL COLLEGE**

**ANSWER:** The questions tab under each college includes additional questions you must answer that are specific to each school. Some schools have been sneaking additional writing in the questions section!

**TIP:** Sometimes based on the way you answer these questions, it may generate additional writing prompts, so please pay attention.