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## *Ansonia High School*

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### **Ansonia High School Guide to Completing the Common Application**

#### **STEP 1: CREATE AN ACCOUNT**

- a) Go to [www.commonapp.org](http://www.commonapp.org) and create an account.
- b) You will create this account as a first year student.
- c) Email address – Please use a personal email address to create your account. Be prepared to use this email for all college correspondence including your FAFSA because your [ansonians.org](http://ansonians.org) email will expire after graduation.

#### **STEP 2: THE APPLICATION**

- Click “Common App” tab at the top of the page. You will need to complete all required fields, as indicated with red asterisks. You certainly can complete other fields as well, at your discretion.
- Six categories will appear on the left: ***Profile, Family, Education, Testing, Activities, and Writing.***

★ PROFILE – Begin with the “Profile” page, and complete the following:

- Personal Information
- Contact Details
- Demographics
- Geography
- Language
- Citizenship- *You are required to input your Social Security Number (SSN) if you are applying for financial aid via the FAFSA (Free Application for Federal Student Aid).*
- Common App Fee Waiver – *If you are requesting a fee waiver, you will be prompted to check one or more boxes indicating why. If you have any questions regarding your eligibility for a fee waiver, please speak with your school counselor. In general, students who qualify for free/reduced lunch qualify for a Common App fee waiver.*

★ FAMILY:

- ✓ *Next you will complete family information. Much of the information regarding your parents is not required, but we recommend you do complete as much as you are comfortable sharing, and the “education level” at least. There is no harm in completing all of it.*
- ✓ *Note that if you answer that your parents attended college, you will be asked to indicate where by looking up the college by name. If your parents attended*

*college overseas or their college does not appear, you can enter the information manually.*

★ EDUCATION:

- Current or Most Recent Secondary School
  - Your graduation date is June 5, 2019. (pending snow days)
  - Below are the names, titles, email addresses, and phone numbers of the school counselors. Enter the correct information for your counselor.

**Seniors Last Names D-P**

Ms. Daphne Edwards-DaRosa  
Ansonia High School  
20 Pulaski Highway  
Ansonia, CT 06401  
203-736-5060 x2402  
[dedwards-darosa@ansoniam.org](mailto:dedwards-darosa@ansoniam.org)

**Seniors Last Names A-C; Q-Z**

Ms. Erin Corso  
Ansonia High School  
20 Pulaski Highway  
Ansonia, CT 06401  
203-736-5060 x2403  
[ecorso@ansoniam.org](mailto:ecorso@ansoniam.org)

- Other Secondary Schools - If you have attended any secondary schools not listed in the previous section, please indicate the number of schools.
- Colleges & Universities – If you have taken any Project Lead the Way, UConn ECE or HCC courses, list them here as “Dual Enrollment with high school”
- Grades – For “Graduating Class Size,” indicate “160.” Ansonia High School reports a weighted GPA.
- Current or Most Recent Year Courses - You will be able to enter up to ten courses here. Please combine any consecutive term courses (e.g. Art I & II) and list as one course. Recognize that your full schedule will also be listed on the secondary school report form sent by the College Office and on your transcript, so you do not need to worry about this.)
- Honors
- Community-Based Organizations
- Future Plans - Listing a career interest indicates just that: it is an interest. Therefore, don't worry too much about this section, as colleges do know that you are likely to change your mind. Nonetheless, consider the following: “Other” or “Undecided” are perfectly appropriate choices for future plans— unless you are indicating very clearly in your essays or by applying to a particular program that you are deeply interested in that field. On the other hand, if you list “engineer” and you are applying to schools that don't have engineering programs, this may suggest to them that you are not a particularly good fit for their school. Likewise, “Highest Degree You Plan to Earn” will not have a major bearing on your application. If you don't know, it is fine to reply “Undecided.”

★ TESTING:

- Remember that all colleges that require testing will need you to send them directly from the testing agency (College Board or ACT) and that listing

scores here will not satisfy their requirements. As such, listing your scores here is optional.

★ ACTIVITIES:

- ❖ This section always creates a certain level of anxiety among students. How many activities should I list? In what order? What if I can't fill all the spaces available? What happens if I have more activities than there is space for? These are all valid questions. Consider the following:
  - I. Colleges are interested in those activities that are most central to who you are. It is much more a matter of depth than quantity. You do NOT need to include 10 activities if you don't have them; on the other hand, if you have more than ten and want to include all, you can do so in the "Additional Information" section under "Writing."
  - II. List your activities in the order of importance to you. Be sure to list those with which you are still involved before those you no longer participate in as well.
  - III. Under "Hours Spent Per Week" and "Weeks Spent Per Year," be honest but don't sell yourself short. A varsity sport, for example, requires (on average) 1-2 hours of practice time four days per week (4-8 hours), plus one home (3 hours) and one away contest (might be 4 hours, including travel). So it is reasonable to state that a varsity sport could require 17 or more hours per week, when you are in season.
  - IV. Some students want to include a resume, and some colleges might even provide you the option of doing so in their supplement. If you are so inclined and feel there is important additional information in your resume, feel free to include it in the "Additional Information" section. If the information contained in your resume is already entered elsewhere in the application (under academic, academic honors, and activities), then you should not feel the need to include one. Duplicate information will not further your candidacy.

★ WRITING:

A. Personal Essay

- ✦ You will find prompts to the personal essay, otherwise known as "The Common App essay," on this page. Note that some colleges do not require this essay, but most will. As you will read in this section, the personal essay "demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice." It is your voice that matters here, more than the topic you choose. Consider what you want them to know about you, not what you think they want you to write, and you'll approach the essay in the proper frame of mind. Remember, too, that the prompts are not the questions but rather the avenue to answering the question "What do you want the readers of your application to know about

- you apart from courses, grades, and test scores?” Your essay needs to be about YOU.
- ✦ Your personal essay must be no more than 650 words. If you are over the limit, work to sharpen your language, eliminate unnecessary elements, and revise, revise, revise! It is always helpful to put your essay away for a couple of weeks and then return to it with a fresh set of eyes.
  - ✦ While your essay need be your work, we strongly recommend you get feedback from someone who knows you well. We also are always happy to give you our perspective, wearing the hat of a college admissions reader.
- B. DISCIPLINARY HISTORY: If you have ever been placed on probation, suspension, or expelled from AHS or another secondary school, you will need to answer “yes” to this question and write an explanation.
- C. ADDITIONAL INFORMATION: It is not necessary to add anything here unless there is important information that you were not able to include elsewhere, such as from the activities section. In most cases, you will know if you have additional information.

### **STEP 3: SUPPLEMENTS:**

Some, but not all, schools will have a supplement you will need to complete in order to apply. In order to access supplements you will need to add colleges to your Common Application list under “My Colleges.” Supplements generally include additional informational questions more specific to the particular college; often they will also include one or more shorter essay questions. These short essays are of particular importance in demonstrating your knowledge of the college you are applying to, and as such, your interest and fit. Be sure to do your homework on each college and tailor your responses to that school.

### **STEP 4: RECOMMENDERS AND FERPA**

Once you have entered all required information (remember that you can still go back and edit before submitting), and added one or more colleges to your “My Colleges” list, click on one of your colleges and you will come to the “Recommenders and FERPA” page. You will only sign the FERPA authorization once, but information on recommenders will vary and will be available on each college’s page.

First you will need to read and complete the FERPA (Family Educational Rights and Privacy Act) release authorization. Please read the explanation before agreeing to waive or not waive your rights under FERPA. It is our STRONG recommendation that you WAIVE your right to view your recommendations, as many colleges will discount recommendations when they can’t confirm they are confidential. You can be confident that your teachers and counselors here will represent you in the most favorable light possible, and while it is entirely up to you, refusing to waive this right can lead to unwarranted questions and concerns from the colleges to which you are applying.

### ***\*NEW FOR CLASS OF 2019!! INTEGRATION WITH NAVIANCE\****

Beginning with the class of 2019, Ansonia High School is Naviance School! This means that all of your required documents sent from Ansonia High (i.e. transcripts) will be submitted electronically via Naviance. Please DO NOT make teacher recommendation requests directly through the Common Application. Instead, you will be required to link your Common App account with Naviance and will request teacher recommendations via

Naviance. We will explain how to complete this step in Naviance early this fall and through fall senior planning meetings. Likewise, you will not need to request a recommendation from your school counselor—we will be automatically connected to your Common App account through Naviance.

**STEP 5: PREVIEW AND SUBMIT (Please be sure to meet with your counselor before clicking Submit)**

Once you have completed all required sections of The Common Application **and** you have linked your Naviance account to the Common App, you will be able to click “Submit” from the school page. By clicking submit you will generate a .pdf of your application that you can preview before final submission.

If you need to make changes you can go back and do so; if it is complete you can click the box that says you have previewed the .pdf and approving final submission. After you do, you will be prompted for any payment information (or fee waiver) if there is an application fee.

Remember that while you have one Common Application, each school may have school-specific questions and so you will need to submit the application for each college from their “page.” (Click on the school from your “My Colleges” tab.)

ONE MORE STEP... Don’t forget that standardized test scores do still need to be submitted directly from The College Board and/or ACT.

Ms. Edwards-DaRosa

Ms. Corso

*The mission of AHS is to prepare all students to reach their potential by teaching them the knowledge, skills and behaviors necessary for academic, civic, and social success. Students will be college and career ready in the ever-changing technological world of the 21<sup>st</sup> century by meeting high expectations, engaging in authentic problem solving, and utilizing critical thinking.*

*Courtesy · Pride · Perseverance · Cooperation*