

Student/Parent Guide to the Common Application

What is the Common App? The Common App is a common format that many colleges use for the college admission process. It simplifies the college application process for both the student and school staff because students can apply to multiple colleges in just one application process. The Common App uses a holistic selection process, meaning that numerous different factors go into the selection process.

How do students get to the Common App? Go to www.commonapp.org or click on the icon on the EHS guidance webpage. Your college website may take you directly to the Common App website. The student will select the "Create an Account" tab in upper right corner to begin creating his/her account. Information that the student will enter include: future plans, demographics, family, education, academics, extra-curricular, work experiences, and an essay.

What schools use the Common App? There are now over 900 colleges and universities from around the world that use the Common App. To see if a school to which you are interested in applying uses the Common App, go to the website above, click on *Explore Colleges*, and type in the name of your school. Some school use the Common App exclusively as their application, some will only use their own online application, and some will accept either one. If a student is applying to multiple schools, it is to their advantage to use the Common App so that they only have to answer the same questions one time. It also makes the application process easier for your recommending teachers because they will only be required to upload their letter of recommendation for you one time. Some of the Ohio schools that belong to the Common App are: BGSU, Cincinnati, Dayton, Miami, ONU, OU, OSU (main campus), and Toledo.

How long does it take to apply using the Common App? That will vary...it depends on your organization and how many colleges you are applying to. The process can go a little faster if you have spent some time gathering all of the needed information. Also, a student applying to multiple colleges will probably take more time because each school may require additional questions, essays, etc. To start, plan on about 1.5 to 2 hours. You can stop and return to the Common App if you do not finish in that one sitting. The student will also complete an essay from a list of five prompts that the Common App supplies, and this is a vitally important part of the application that students should take time and care completing. As a warning, students should not submit their Common App until they have carefully completed all questions, essays, recommenders, and all parts of the individual school parts. If the student finds that they made an error on the Common App after submitting it or they want to add more information, they will have to work with the admissions office of each school to make any necessary additions, changes, etc. So.....be careful!

What if a student submits their Common App and then decides to apply to another college that also uses the Common App? There is a process for adding school after submitting...but you cannot make any changes or corrections to the application answers after initial submission.

Information Elida Students Need to Know When Completing the Common Application:

High School:	Elida High School
Graduation Date:	Check the school calendar near the front of your agenda
Prior Schools:	Any high schools you have attended besides Elida High School
Counselor Name and Email:	Carefully check the Guidance List near the front of your agenda (if you enter their email incorrectly, your counselor will NOT receive notification to do their part)
Counselor Phone Number:	(419) 338-6801
School Fax Number:	(419) 338-6890
CEEB Code for EHS:	362065
How is Class Rank Reported:	Exact...and it is weighted
How is GPA Reported:	It is unweighted
Class Rank:	Students can see their counselor once their senior year mid-September
College Credit Awarded:	This is asking for any College Credit Plus credit earned while in high school whether on our campus or at a college campus

Testing Information: Students will need to know how many times they've taken the ACT or SAT, the dates they tested, sub-scores, composite scores, and dates they plan to take these tests in the future. Students will need to access this information from their ACT and/or SAT accounts. Most colleges require these test scores to be sent directly from the testing company and not the high school. If the student did not list their colleges to receive their scores when they signed up to test, they will be required to contact the testing company to have the scores sent directly from the testing company to their college. There is a charge for this service!

Activity List: There is space available to list up to ten (10) items. Activities you might think about including are: extra-curricular activities (sports, clubs, etc.), church activities, community service/volunteer experience, work experience, etc. They will ask for dates of these activities, hours spent, etc. Think about any honors you've received, experiences, and activities you've earned/participated in throughout ALL of high school. If you have more than 10 items, prioritize to highlight leadership, diversity, character, and anything unique that may set you apart from others.

Essays: There will be five prompts from which to choose. Be sure to select one that you can write a well-written and meaningful essay.

Individual College Information: When applying on the Common App to multiple colleges, you are reminded that each of those colleges may have additional questions for you to complete. Additionally, they may require another written essay. Each of your colleges will list exactly what they need from you in addition to the traditional Common App questions, essay, etc. Once you have added your college(s), you must work through the recommenders and FERPA tab for each college you are applying in order to add the recommenders. FERPA will only need to be answered and your counselor will only need to be added once. But your recommenders will need to be added for each college.

Submitting Common App: This is a three-step process...1) review a copy of your application, 2) pay the application fee, and 3) sign the application and complete submission. To make sure that you signed and completed submission and didn't stop the process after paying, it's a good idea to check your dashboard for your confirmation of submission.

After Applying: Whether applying through the Common App or through the college website, once submitted you will need to get an orange half sheet form from the office cubbies entitled "Student Transcript Request Form" to give to your counselor. If strictly for the Common App, then you only need to write "Common App" in box #1. If you applied online through the college website, then the college name and admissions office address must be listed in one of the boxes. A reminder, your counselor CANNOT complete any of this without the student having a yellow "Student Transcript Permission Form" on file with their counselor...these are also available in the academic office cubbies.

What students should know about the Common App process:

Changes/Additions: As stated earlier, once your Common App has been submitted, if you need to make any changes, you will need to contact your college's admissions office to make those...your counselor CANNOT do this.

**Accurate Info/
Attention to Detail:** Be certain that you are answering honestly on the Common App. You don't want to jeopardize admission to your college because of dishonest answers. Proofread multiple times for accuracy.

Recommendations:

- A green "Senior Survey", available in the academic office cubbies, will help your counselor and teacher(s) write letters of recommendation. Please fill one out and give a copy to each of your recommenders/counselor.

- You should give careful thought to the teacher(s) you ask to write recommendations. Teachers will be honest in their assessment of your ability, achievement, and motivation in their classroom, so you will want to ask for recommendations from teachers who will have positive things and good experiences to report.
- You need to ask the teacher to be a recommender prior to listing them to make sure they are willing and able to fulfill that for you. Because teachers are asked to write many letters of recommendation, an early ask would be best! Pay attention to deadlines so that you are giving all of your recommenders and counselor adequate time to complete...we ask for two weeks minimum! Be sure that you accurately list your recommenders' names and emails.
- You will be required to accurately list the names and emails of your recommenders and counselor. You must then invite the counselor and teacher(s) who will be giving the recommendations in the *Recommenders and FERPA* under each individual college added. If you are using the same teacher(s) as recommenders for each college applied, the student will need to invite the recommenders for each college. Once you receive verbal agreement from the teacher(s) to use them as a recommender, invite them immediately, as you do not have to be done with your application to invite the teacher. This will allow your teacher more time to complete their recommendation.
- Your counselor is also required to submit a recommendation apart from the teacher recommendation. Pay close attention to the number of recommendations your college(s) requires.
- **BE AWARE OF DEADLINES!!!** Some schools have early action deadlines as early as November 1, and each of your schools may have different deadlines. You should invite your teacher recommenders and counselor well before the first deadline. If you see that your recommender and/or counselor has not completed their recommendations, check with them to make sure they received their invitation via email from the Common App.