



Common Application Information

- Go to www.commonapp.org and create an account. Don't forget your login information!
- 5 tabs:
 - **Dashboard**
 - Shows the status of the application components for all colleges on one page
 - Will show you whether the college will have a Writing Supplement/ additional questions or essays
 - **My Colleges**
 - Shows detailed information for each of the colleges that you have chosen from "College Search" tab
 - College Contact Info (i.e. links to website, virtual tour, etc.)
 - Application deadlines and fees
 - Application requirements (i.e. Standardized Test Policy, Recommendations, Writing Requirements, etc.)
 - College-specific application questions
 - **Common Application – see below for more information**
 - Profile, Family, Education, Testing, Activities, and Writing sections
 - Information in this section is sent to all colleges
 - List all courses and grades (not all colleges require this)
 - **College Search**
 - You must use this tab to add colleges to your "My Colleges" tab
 - **Financial Aid Resources**
 - Learn about financial aid opportunities for each of your colleges

My Colleges Tab

- **Recommenders and FERPA**
 - Add the teacher(s) who will be filling out the Teacher Report (when required) and the Counselor who will be filling out the School Report and Counselor Report (when required). These are your "recommenders." Counselors will send your official transcript with the School Report.
 - To view the alphabetical breakdown of the BHS Counselors and their email addresses, [visit this link](#).
 - Asks you whether or not you waive the right to view the documents that are sent on your behalf (i.e., letters of recommendation, school report, transcript)
 - We recommend you select the checkbox waiving your rights. Waiving your rights tells colleges that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
 - Once you submit this FERPA waiver, you cannot change it.
 - You must complete your FERPA waiver in order to link Common App

Common App Tab

Education

- You will need to **enter all high schools you attended**, as well as **indicate if you have ever taken college courses under the “Colleges & Universities” section**
 - Check colleges websites for their requirements regarding sending college transcripts as you MAY need to send them at the time of application.
- **Grades** - BHS Information that you need:
 - BHS school code: **480100**
 - Graduating class size: **439**
 - Class rank reporting: **None** (BHS does not rank)
 - GPA scale reporting: **4**
 - Cumulative GPA: **Your cumulative GPA is on your transcript**
 - GPA weighting: **Unweighted**
- **Current or Most Recent Year Courses**
 - Course scheduling system: **Semester**
 - List all the courses that you are currently taking
- **Testing**: You will report the college entrance exams here if you are choosing to report them– see below for sending official scores
- **Activities**: Up to 10 activities. Be specific and **concise** when listing your activities
- **Writing**: Personal Essay prompts on page 4
 - Responses should be about you! Be personal and be reflective.
 - Do not type directly into the box in case your login times out.
 - Common App allows you to import files from your Google Drive into the Writing portion.
 - Be sure to check to see if any schools have supplemental essays/ additional questions
 - Additional Information – many uses for this area
 - Gives you an opportunity to share about community disruptions, such as COVID-19 and natural disasters.
 - In the middle of March 2020, the Northshore School District physically closed schools due to the COVID-19 pandemic. Second semester grades from this school year were achieved during remote learning. The grading scale was either A, B, or Incomplete depending on student engagement.
 - For the 2020-21 virtual/hybrid school year and the 2021-22 in-person school year, A-D letter grades resumed and F grades became NC.
 - UW Seattle asks that you submit your essay in the UW Questions section, NOT the Common App Essay section.
 - UW Bothell asks that you submit your essay in the Common App Essay section.

Courses & Grades - Not all schools require this section to be completed

- Include only the courses on your BHS transcript and/or transcript(s) from your previous high school(s)
 - You can view your BHS transcript on StudentVUE in ‘Documents’ section
- Grading scale: **A-F**
- Schedule: **Semesters**
- When inputting **Semester Grades** and **Semester Credits**, you can leave the **Final** section **BLANK**. Each semester course gives you 0.5 semester credits.
- Summer school courses- Enter summer school courses as they appear on your transcript.

Reporting Official Test Scores- research college admissions websites to see if/when scores need to be sent

- SAT: Request through Collegeboard.org
- ACT: Request through ACT.org
- AP Exams: Request through Collegeboard.org (only send to the college you are attending)
- Colleges may or may not require official test scores. Make sure to check with the college regarding test score requirements.

Transcripts

- Counselors will submit your official transcript after you invite them to complete the School Report
- Counselors will automatically send your mid year senior transcript (mid-year report) to your Common App colleges

Letters of Recommendation (LOR)

- Check requirements for each college via the following:
 - Under the **My Colleges** tab
 - ***Click on each of your schools, one at a time. Scroll down to view application information requirements.***
- **Counselor Recommendation**
 - Request your counselor letter of recommendation (if required by college) either in person or via email at least 3 weeks prior to your earliest deadline.
 - Make sure to check that your college does require a letter of recommendation. Counselors will only write a letter if the college requires it.
 - Add your counselor by entering their name and email in the “Recommenders and FERPA” section.
 - It may be helpful to schedule a meeting with your counselor to discuss your college list, essays/supplements, resume, or any questions you may have about the college process.
 - Complete the [Counselor LOR form](#) and send it to your counselor ASAP. Your counselor will submit your letter on/before your earliest deadline. You do not have to wait for your letters of recommendation (teacher or counselor) in order to submit your college application.
- **Teacher Recommendation**
 - Ask your teacher(s) at least 3 weeks in advance to request a letter of recommendation. Add your teachers by entering their name and email in the “Recommenders and FERPA” section.
 - Teachers may ask for a copy of your [BHS LOR form](#), have you complete their own questionnaire, want a copy of your transcript, etc. Provide them with any materials they request from you in a timely manner!

After Submitting Common Application

- Consistently check your email for any communication from colleges
- Check your application status for each college on college portals
- Submit FAFSA and CSS Profile (if needed) by deadlines
- See with Mr. Dawson about scholarships (if needed)
- Decisions will come out by April 1 at the latest; commit by May 1, 2023