College Applications via SchooLinks- using the Common App

<u>**YOU SHOULD ONLY USE THE COMMON APPLICATION IF YOU ARE APPLYING TO SEVERAL SCHOOLS THAT USE IT, OTHERWISE USE THE COLLEGE'S ONLINE APPLICATION...it will save you time!**</u>

<u>**Applying to Colleges Using the Common Application:**</u>   **FIRST: LOG IN TO SCHOOLINKS via Clever**

- Click on Colleges and then College Applications- A box will appear requesting your personal information, email, home address, etc. We recommend that you use your personal email, as your GBSD email will disappear after graduation. <u>Fee Waiver:</u> Read the options and choose one if it applies to you. You may not qualify, so you would choose, "None of the above apply." <u>FERPA Waiver:</u> Choose whether you would like to waive your right to review documents. Read the disclaimer, sign your name, then click Sign Waiver, then click Finish Application Setup. <u>In Common App, you will also request a fee waiver through your Common App Profile.</u>
- At the top of the College Application Manager page, click on the blue + Add application button.
- Type the name of the college you are applying to and click on it.
- Choose your Application Status: In Progress means you're working on your application, If you have completed and submitted your application, choose Completed & Pending results. Once you receive your admission decision, update that information in SchooLinks, Accepted, Waitlisted, etc. Then click Add Application.
- Application Method: Choose Common App
- Student Requirements: For the Financial Aid and Scores and Performance questions, choose the option that applies to you, if it does. Most students will check the FAFSA box. This is a checklist of tasks that you are creating, for you to complete. Click Save Application.

<u>**Creating a Common App Account:**</u>

1. Go to www.commonapp.org and create an account (if you haven't already). Write down your username and password (so you don't forget what you chose)
2. Once you've logged into the Common App, you will see the colleges you've added to SchooLinks listed on your Dashboard.
3. Click into the school and visit "Application" > "Questions." Complete the "General" section, particularly the "Preferred Start Term" and "Preferred Admission Plan." This establishes your deadline for all submissions.

<u>**Come back to your SchooLinks account**</u>:

- Request teacher recommendations for each college. Your counselor is usually required to write you a letter as well, when you use the Common App. This request is automatic, when choosing to apply via Common App. Colleges are looking for Core Teachers from your Junior/Senior year.
    - Send copies of your Resume and/or Activities Chart to your recommenders, if they are not in SchooLinks
    - Ask your teachers & your counselor personally to write you a letter and provide any additional information/requirements. They will upload their letters to your SchooLinks account.
    - Your teachers, nor counselor, will write you a personalized letter, if you do not ask in person with at least 2 weeks notice. Watch deadlines and follow up with teachers as needed.

- Record college enrollment decision- When this is done, SchooLinks automatically requests your final report for Common App and requests your final transcript to be sent to the college you have listed under Enrollment Decision.