



**AFSA High School**  
**Steps to Submit the Common Application**  
**2018-2019**

**Step 1: CREATE A USER ACCOUNT FOR THE COMMON APPLICATION:** Go to [www.commonapp.org](http://www.commonapp.org)

Write your Common App LOG-IN INFORMATION here:

Username (email address): \_\_\_\_\_

Password: \_\_\_\_\_

Password suggestion: First Initial – Student ID Number – Favorite Symbol

Password Example: Z11234&

AFSA High School's CEEB Code  
is: 241393

**Step 2: ADD COLLEGES YOU WILL APPLY TO:** Your Common App account should list ALL Common App colleges that you are applying to under 'My Colleges'. You can add colleges by searching for them under the 'College Search' tab. It is important to keep this list updated. Remember, not all colleges accept the Common App. If a college is an exclusive Common App user, you must use the Common App to apply. For schools that do not use the Common App, follow the application instructions on the school's official website.

**Step 3: COMPLETE THE PROFILE, FAMILY, EDUCATION, TESTING, ACTIVITIES, AND WRITING SECTIONS UNDER THE 'COMMON APP' TAB:** Be sure to fill out all sections fully and accurately. If you have questions about any of the sections, please ask Ms. Loquasto.

**Step 4: COMPLETE THE 'GENERAL QUESTIONS' FOR EACH COLLEGE YOU ARE APPLYING TO:** Under the 'My Colleges' tab, each institution will have you answer general questions about what semester you would like to enroll, if there is an admission plan you would like to follow (early decision, early action, regular decision, rolling admission), potential majors/pre-professional programs, demographics, if you want to be considered for financial aid/scholarships, etc.

**Step 5: COMPLETE THE 'FERPA WAIVER':** [Family Educational Rights and Privacy Act]. The FERPA waiver is found in the 'Recommenders & FERPA' link in your **online Common Application**. You can only see the FERPA link once you *add at least one school to your account*. The waiver is a one-time task that must be completed before any electronic documents will be sent to any Common App colleges. *We recommend that you waive your right to access any records sent on your behalf.* Common App schools usually require 1 or 2 teacher recommenders. Ms. Loquasto will also provide a School Report and *if requested*, a letter of recommendation.

**STEP 6: TRANSCRIPTS –** Once you complete Steps 1-5, you may request official transcripts to be sent to your colleges. Fill out the Student Transcript Request Form and either turn this in to the main office.

**Step 7: COUNSELOR FORMS/RECOMMENDATION –** All students **MUST** first let Ms. Loquasto know if they will be applying to colleges via Common App. Students must add Ms. Loquasto as the school counselor on their Common App form so the school report form and counselor recommendation can be filled out. **Students must give Ms. Loquasto a completed request for letter of recommendation.**

**Step 8: TEACHER RECOMMENDATIONS –** First you must *present yourself IN PERSON to the teacher* to ask if they agree to write a letter for you. If they say "YES", you must give them a completed request for letter of recommendation. ***Be sure to THANK THEM and follow up on application results!***

**You must allow a minimum of 15 SCHOOL DAYS to process your Common App request!**

(Example: Application Deadline = November 1, 2018; Transcript Request & Letter of Recommendations Must Be Made By =  
October 8th, 2018)

**REQUESTS MADE THE DAY BEFORE OR THE DAY OF WILL NOT BE PROCESSED!**

**Step 9: You must submit your ACT and/or SAT scores directly from the testing agency to the college.** Log in to your account(s) on [www.actstudent.org](http://www.actstudent.org) (ACT) or [www.collegeboard.com](http://www.collegeboard.com) (SAT) to send scores. ***AFSA does NOT send official test scores.***

**Step 10: Follow up!** To view the status of your application package, check the Common App website.