Common App Tour

For BHS Seniors

Common App Tour

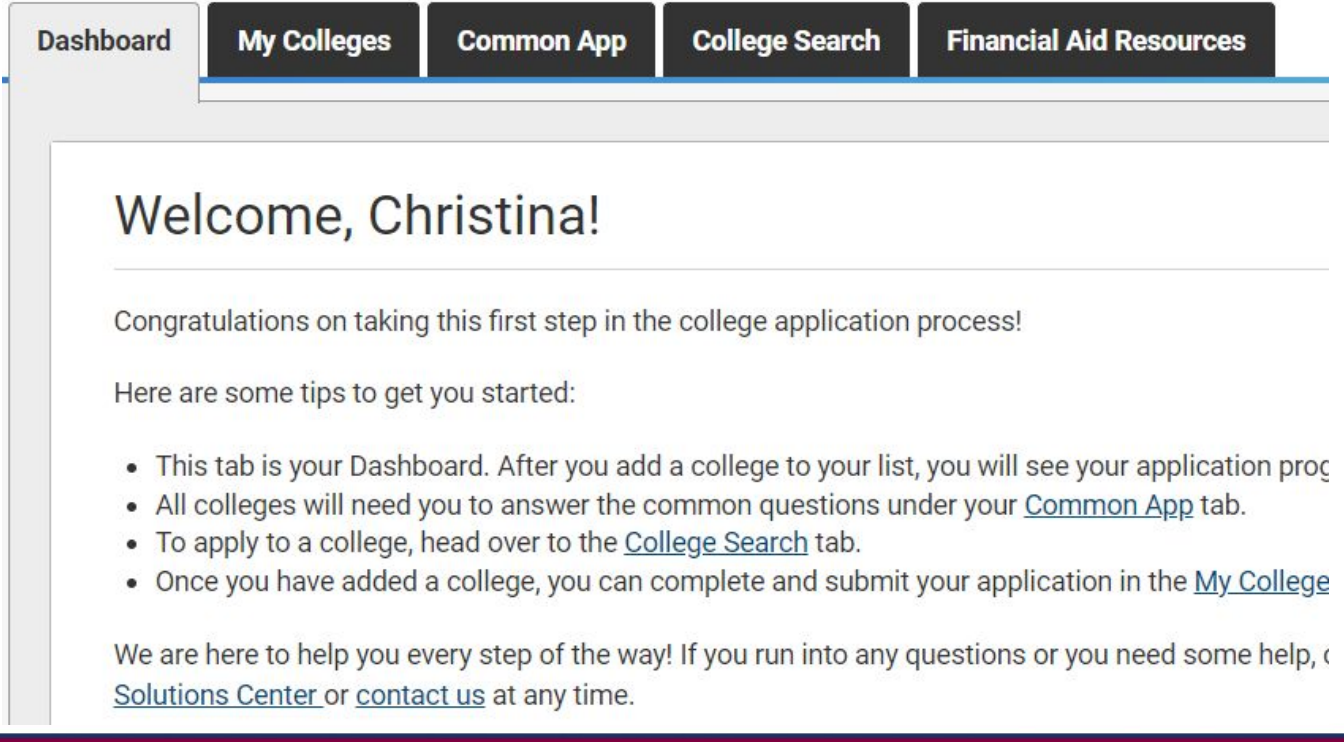
- Go to **www.CommonApp.org**
- Click "**Create an account**" in top right corner *or* "**Start your Application**"
  - **First-Year Student**
  - Use **Personal Email**

Life Hack:

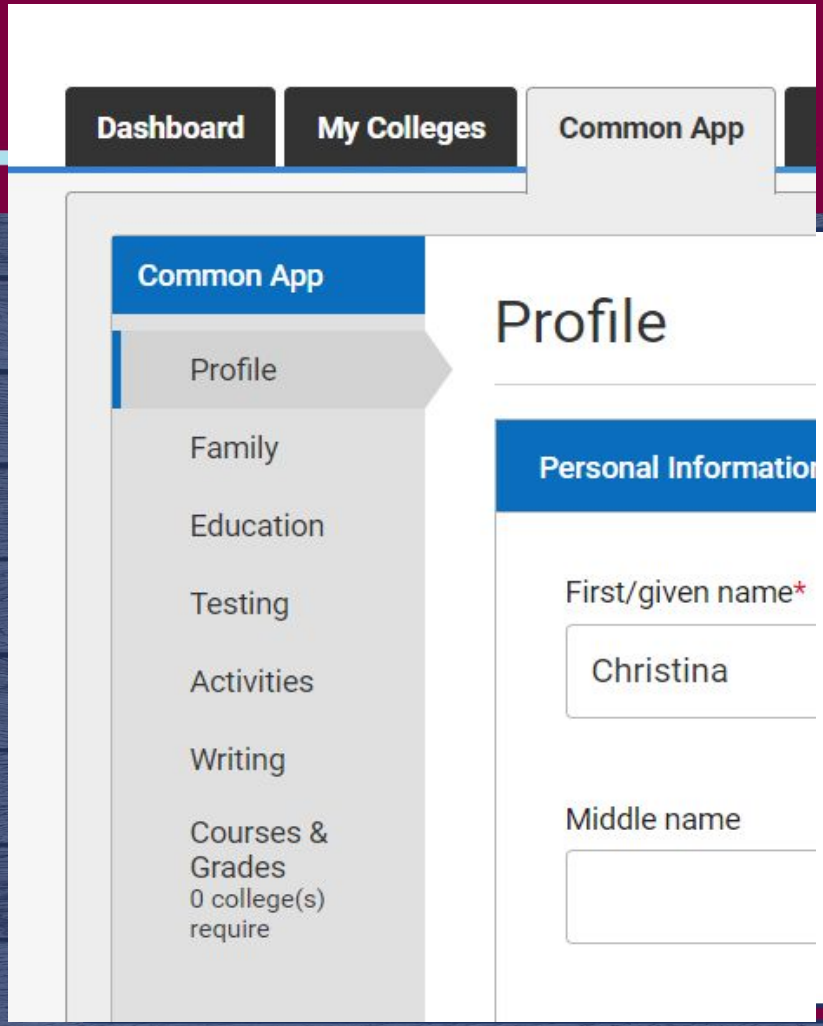
Use the My College List Tracker to record your user name/password!

(You will need to keep track of a lot of passwords next year)

Common App Dashboard



Common App Tab



- This is where ***most*** of the application lives:
  - **Profile**
  - **Family**
  - **Education**
  - **Testing**
  - **Activities**
  - **Writing**

Common App tab: Profile + Family

Profile

- Fee Waiver for Applications (if you need/eligible)

Family

- It’s ok if you don’t know all of the information.
- A lot of what is asked is **optional**.

Common App tab: Education

- Find School = **Berkley High School**
- Date of Entry = **09/2022**
- Grades tab:
  - Graduating class size = **310**
  - Class rank reporting = **None**
  - GPA Scale reporting = **4**
  - Cumulative GPA = **(MiStar, or email counselor for a transcript copy)**
  - Current or Most Recent Year Courses = **SENIOR CLASSES**

Common App tab: Testing

- **Option** to self-report SAT/ACT scores
- **Future** SAT sittings (do you plan to take over summer/12th grade?)

Common App tab: Activities

Activity type	Jobs, Family Responsibilities, Clubs, Sports, Community Service, Religious, OTHER
Position/Leadership	Member, President, Committee Chair, Job Title, Child Care Provider
Organization Name (optional)	Company, Club Name, Sports Name
Describe/recognition	Resume bullet points - ***not* full sentences!**
Participation grade levels	Select grade level
Timing of participation	Select timing *(school year, full year, etc)*
Hours spent per week	*Your best estimate!*
Weeks spent per year	*Your best estimate!*
I intend to participate	*Your best estimate!*

Common App tab: Writing

This is where the **Common App Essay** *(Personal Essay)* lives**!**

Required	Not Required
•	•

- **Choose 1** of the essay prompts.
- Draft your essay in a Google Doc, ***not*** in the box provided. Copy and paste!

Additional Information (optional)

- Impact of COVID
- Other Circumstances not mentioned in application

My Colleges tab: Adding Colleges

Click on “**College Search**” in the yellow box

Type in name of a college.

- To see the school’s application requirements, click “**Application Requirements**”

Click “**Add to My Colleges**”

My Colleges tab: College Information

Click on the college you just added.

- ❑ **Admissions website**
- ❑ **Virtual Tour**
- ❑ **Application Deadline!**
- ❑ **$ Application Fee $**
- ❑ **Recommendations** *required? (Teacher Evaluation)*
- ❑ **Essay** *required?*

My Colleges tab: Questions

- College-specific questions
  - Ex: Start Term = fall 2026, Intended Major, interest in college activities, family attend/work at the college
- ***Each*** college will have their own questions.
- ***Some*** colleges will have college-specific short answer and essays

My Colleges Tab: Recommenders/FERPA

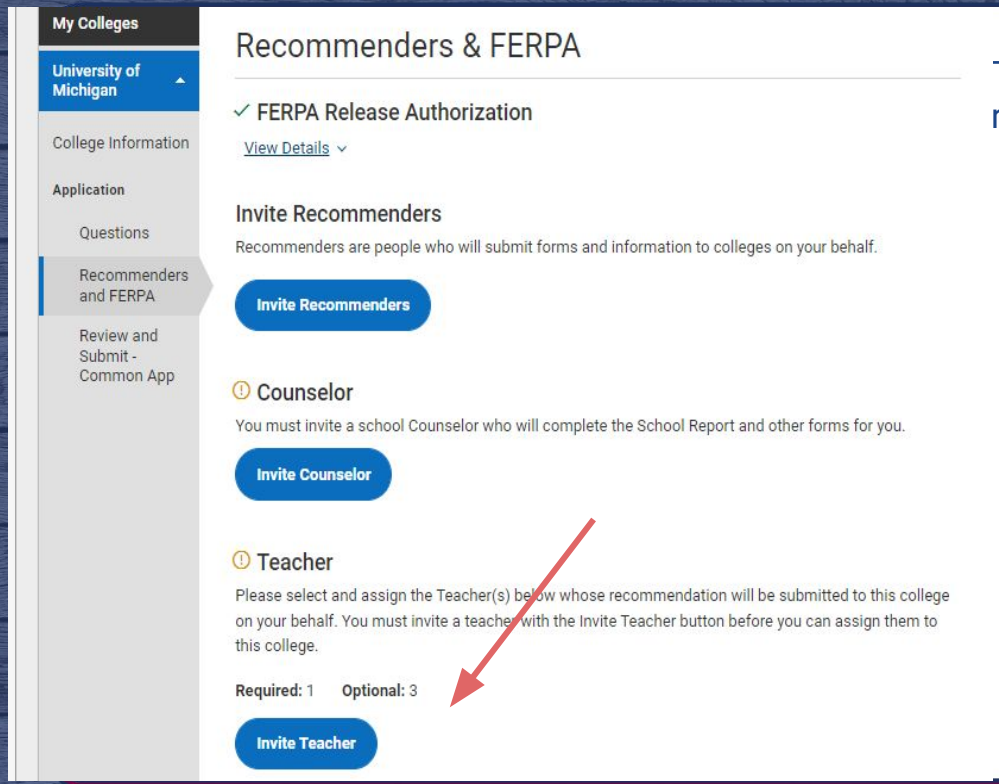
Complete *after* August 1st

Click "**Recommenders and FERPA**"

Click "**Complete Release Authorization**"

- ❑ Check box "**I have read and understood…**"
- ❑ Check box "**I acknowledge that…**"
- ❑ Select "**I waive my right to review…**"
- ❑ Check box "**I understand that…**"
- ❑ Type your name + enter date

My Colleges Tab: Recommenders/FERPA



This is where you will add/invite for letters of recommendation:

- ❑ **Counselor**
- ❑ **Teachers**
- ❑ **Other** (coach, employer, family friend, etc)

★ Pay attention to number **required** in *each* **category!**

★ Pay attention to number **required** for *each* **college!**

★ Do *not* **overdo** the number of letters of recommendation you submit to a school!

My Colleges Tab: Recommenders/FERPA

Counselor

- ★ Enter your counselor's name and email address **correctly**!
- ★ Enter counselor' info just once! (Counselor info will carry over to all colleges on your "**My Colleges**" list.)

Teacher

- ★ **STEP 1:** Email/ask **core subject** *(Math, Eng, Social Stud, Science)* teacher(s) if they are ***willing*** to write a letter of recommendation for you.
- ★ **STEP 2**: Complete the Student Request for Letter of Recommendation from BHS Teacher
- ★ **STEP 3:** Select from "**My Colleges**" list the college you would like for them to write you a letter. Click "**Recommenders & FERPA**".
  - ■ Be sure to enter teacher(s) name and email address **correctly**!

Other Recommender *(Coach, Employer, Family Friend, etc.)*

- ★ ***Optional*.** Select from "**My Colleges**" list the college you would like for them to write you a letter.
- ★ Click "**Recommenders & FERPA**". Be sure to enter name and email address **correctly**!

My Colleges Tab: Review & Submit

- ★ You submit **one application to one college** at a time.
  (You won't accidentally submit to all you schools.)
- ★ You will be **alerted** if any parts of your application are **incomplete**.
- ★ You will **certify that your application** is correct.
- ★ You will **enter your payment information** for the fee.
- ★ **Submit!**

Financial Aid Resources Tab

- Financial Aid Information
- Paying for College Resources
- Completing FAFSA *(financial aid application)*
- Comparing Financial Aid offers

Where to Get Help

- Help Menu in Common App
- College Essay Guy Website
- First-Year Common App YouTube Playlist