

Common App Companion

Common App

- You will need a copy of your transcript (ask guidance secretaries).
- If the school requests a Letter of Recommendation (not all do), this is completed through Naviance. Give AT LEAST 2 WEEKS notice to teachers/recommenders; start requesting NOW. Letters of Recommendation can only be requested through Naviance AFTER the colleges you are interested in are added to your Naviance account. You can email your teacher if you haven't already, then request on Naviance once your Chrome Book is unlocked. This can be completed by:
- Manually entering them yourself on Naviance.
- You will want to choose Early Action or Regular Decision (Early Decision is for those who discussed this with their parents/guardians and school guidance counselor).
- Pay attention to deadlines. If Early Action deadline is Nov. 1, etc. you should start this process at least 5-6 weeks ahead.

Email to Use: Use your personal email NOT your Walkill one.

COMMON APP TOP TAB	> EDUCATION SIDE TAB
High School Name & Address	Walkill Senior High School 90 Robinson Drive Walkill, NY 12589 CEEB CODE: 335755
Date of Entry	September 2022
Graduation Date (check "No change in progression" unless this is your 5th year in high school or you're taking a gap year)	June 2026
Graduating Class Size	276
Class Rank Reporting	Exact
Class Rank	Listed on your transcript **Input that number
Rank Weighting	Weighted
GPA Reporting Scale	100 (when you report your GPA, use the 100-pt scale one, not your 4.0 one)

MY COLLEGES TOP TAB	> RECOMMENDERS & FERPA SIDE TAB
FERPA (Allow WSHS & colleges to review your information)	Check "I waive my right..."

Invite Recommender/Teacher

Do not invite on Common App, MUST be done through Naviance. The name/email of the person who will submit a Letter of Rec on your behalf. Do not list anyone you haven't talked to first.

The 10 Most Important Things to Know When Filling Out the Common App

1. Colleges want to know what your parents/guardians do and their level of education to get a sense of your background. Your background helps to frame your application.
2. When you are asked to self-report your rank and GPA under "Education", have your transcript next to you and be honest. Colleges will be looking at what you report and match it to your official transcript.
3. Fill out the section for "Current and Most Recent Year Courses". If you drop a course or replace it, you will need to notify every college you applied to. Selective institutions don't like it when a student reduces the rigor in their senior year courses.
4. Always lead with your core, academic classes first when listing them in your application. These classes matter more than non-academic classes like Phys Ed., Health, or elective classes.
5. You only have space to indicate five academic honors. Choose carefully. If you don't have any honors to report, that's okay.
6. Look at your college list and determine how each college wants to receive test scores. Some colleges permit or even require self-reporting. This allows a student to simply list their SAT or ACT scores right on their application in the testing section. Other colleges still require official score reports from the College Board or ACT.
7. Under "Activities", you only have room to list ten things you do in your free time. Be thoughtful about what you include. It's not about how many activities you list; it's about the level of commitment and/or impact you have made. Make sure you list activities in order of importance: #1 should be the most important activity you do.
8. The main essay is typically required at most institutions. If a college indicates that the main essay is optional, we would recommend sending it.
9. Be very mindful when using the "Additional Information" section. Only use this section if it is absolutely necessary. This section should be used to explain how certain extenuating circumstances impacted someone's grades and test scores negatively or how they may have affected one's ability to participate in certain extracurricular activities.
10. Once your Chrome Book unlocks, match your Common App to your Naviance (college tab, match account)
11. Use a personal and appropriate email address to open up a Common App account