

Applying to Colleges Using the Common Application



Step 1: Confirm that the college(s) to which you intend to apply are Common Application members.

It is **HIGHLY** recommended that **BEFORE** you begin your application to any college(s) that you **FIRST** determine:

1. If the college(s) is/are a good “fit” for **YOU**
2. If you have a **BALANCED** college list

Use the resources that follow to check for fit and balance!





FIT (click this link to read all about it...)



You *should* apply to colleges based on your own unique criteria. If you have not yet performed an OBJECTIVE college search, *based on your own unique criteria*, check out the following three options:

1. Careerexplorer.com - use this free test to determine your ideal career/major. Click "Take the Free Test."
2. CaliforniaColleges.edu - A free resource for all NPHS students. It includes career tools, a college search, and many other resources.
3. CollegeVine.com - Enter information such as GPA, coursework, etc. and use the college search feature to narrow your list. After you add schools, use the chancing tool to get a BALLPARK (but somewhat optimistic) estimate of your chances.

For a much more extensive dive into how to select the "right" college, go HERE!





After You Have Created Your List...

Determine if ANY of your colleges use the Common Application by using this chart. If one or more do, apply to the college(s) following THESE INSTRUCTIONS. If no colleges on your list use the Common App, OR, if the only college(s) to which you intend to apply will accept EITHER the Common Application OR their own application, determine which system you prefer to use by referring to their websites for instructions regarding the application(s).

NPHS-Specific Common Application Instructions

Follow the general instructions [here](#) to get started on your Common Application. When you get to the education section, use the following screenshots to complete the rest of the application.



CEEB Code : 052117

 Change

 Remove

Date of entry*

August 2023



Date uses "month year" format (e.g. August 2002)

Is this a boarding school?*

☐ Yes

☒ No

Clear answer

Did or will you graduate from this school?*

☒ Yes

☐ No

Clear answer

Graduation date*

June 2027



Date uses "month year" format (e.g. August 2002)

Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.*

☐ Did or will graduate early

☐ Did or will graduate late

☐ Did or will take time off

☐ Did or will take gap year

☒ No change in progression

Continue

Date of entry*

August 2023

Date uses "month year" format (e.g. August 2002)

Is this a boarding school?*

☐ Yes

☒ No

Clear answer

Did or will you graduate from this school?*

☒ Yes

☐ No

Clear answer

Graduation date*

June 2027

Date uses "month year" format (e.g. August 2002)

Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.*

☐ Did or will graduate early

☐ Did or will graduate late

☐ Did or will take time off

☐ Did or will take gap year

☒ No change in progression

if you intend
to graduate
in June



if you attended *only* NPHS, choose "0." If you attended any *other* schools (online or in-person), select the corresponding number and provide the requested additional information.

Complete your Common Application

Preview

Other Secondary/High Schools

Complete

If you have attended any secondary/high schools not listed in the previous section, please indicate the number of schools.*

☒ 0

☐ 1

☐ 2

☐ 3

Clear answer

Continue

if you have *not* taken any college courses, select “0.”

Complete your Common Application

Colleges & Universities

✓ Complete

If you have ever taken coursework at a college or university, please indicate the number of colleges.*

☒ 0

☐ 1

☐ 2

☐ 3

Clear answer

Continue

if you *have* taken college courses, select the number of colleges from which you have taken them...

Complete your Common Application

Colleges & Universities

✓ Complete

If you have ever taken coursework at a college or university, please indicate the number of colleges.*

☐ 0

☒ 1

☐ 2

☐ 3

Clear answer

College 1*

Moorpark College
7075 Campus Rd
Moorpark, CA 93021-1695
USA
2-year or community college
CEEB Code : 4512

...and add college(s) here

**Important! There is a difference between “dual enrollment” and “credit awarded directly by the college.”
Read THIS and follow the instructions!!**

How do I report a college course I took during high school in Courses & Grades?

When high school students simultaneously take college courses through a college or university, this is known as dual enrollment. For **Courses & Grades**, only courses receiving high school credit (i.e. appearing on your high school transcript) should be reported in this section. If you are not receiving high school credit for the course, you do not need to report this course in **Courses & Grades**.

If you are receiving high school credit for a college course, here's what you need to do:

- Select the grade level that corresponds to the academic year in which you took the course (9th, 10th, 11th, 12th, or Other)
- For the School Name, select the high school that awarded the credit for the college course
- For the Course Level, select 'Dual Enrollment'
- Complete the remaining parts of Courses & Grades

You must still send official transcripts from your high school(s) and any college(s) you attended.

If you took a college course during high school, you won't be able to add the course on the Common App **UNLESS the college course is on your NP transcript**. If the college course is not on your NP transcript, you should have transcripts sent directly from your college(s) to the college(s) to which you are applying! If you are currently taking or planning to take a course or courses at a community college as a senior, you can add that information in the "additional information" section under "Writing."

College 1*

Moorpark College
7075 Campus Rd
Moorpark, CA 93021-1695
USA
2-year or community college
CEEB Code : 4512

Change

Remove

Course details

☐ Dual enrollment with high school

☐ Summer program

☒ Credit awarded directly by college

College 1 from date*

January 2023

Date uses "month year" format (e.g. August 2002)

College 1 to date*

June 2026

Date uses "month year" format (e.g. August 2002)

Degree earned

☐ AA

☐ AS

☐ BA

☐ BS

Clear answer

Choose "dual enrollment" ONLY if the CC course is already on your NP transcript, and choose "directly by college" if it isn't. More info [HERE!](#)

Course details

☐ Dual enrollment with high school

☐ Summer program

☒ Credit awarded directly by college

College 1 from date*

January 2023

Date uses "month year" format (e.g. August 2002)

College 1 to date*

June 2026

Date uses "month year" format (e.g. August 2002)

enter 450

none

even though we use weighted, enter 4 here

use your NP WEIGHTED GPA. You can get a copy of your unofficial transcript from Ms. Bernstein in the counseling office OR get one free HERE!

use WEIGHTED

Complete your Common Application

Grades

✓ Complete

Graduating class size (approx.)*

450

Class rank reporting

☐ Exact

☐ Decile

☐ Quintile

☐ Quartile

☒ None

Clear answer

GPA Scale reporting

4

Cumulative GPA*

GPA weighting

☒ Weighted

☐ Unweighted

Clear answer

Continue

Preview

Complete your Common Application Preview

Current or Most Recent Year Courses

Complete

Please list all courses you are taking this academic year.
If you are not currently enrolled, please list courses from your most recent academic year.

How many courses would you like to report?*

6

Please select the course scheduling system your institution is using.*

☒ Semester
☐ Trimester
☐ Quarter
☐ Yearly

[Clear answer](#)

Course 1 subject*

English

Course 1 name*

English 12 CP

Course 1 level*

College Prep

Course 1 schedule*

Full Year

enter however many classes you are taking

we are a semester school

for Gov/Econ, enter the specific semesters and note that EACH one counts as a separate class in your total number

Course 2 subject*

History/Social Science

Course 2 name*

US Government

Course 2 level*

College Prep

Course 2 schedule*

First Semester

Course 3 subject*

History/Social Science

Course 3 name*

Economics

Course 3 level*

College Prep

Course 3 schedule*

Second Semester

If you are currently taking or planning to take a community college class as a senior, enter it as indicated

Select dual enrollment

And the correct semester

Please list all courses you are taking this academic year.
If you are not currently enrolled, please list courses from your most recent academic year.
How many courses would you like to report?*

6 X ▼

Please select the course scheduling system your institution is using.*

☒ Semester
☐ Trimester
☐ Quarter
☐ Yearly

Clear answer

Course 1 subject*

English X ▼

Course 1 name*

English C1000

Course 1 level*

Dual Enrollment X ▼

Course 1 schedule*

First Semester X ▼

As a reminder... if the college to which you are applying requires you to enter grades 9-11 in the Common App in “Courses & Grades,” AND if you have already taken a college course or courses, AND if you chose to have it added to your NP transcript, you should enter it/them as instructed here:

How do I report a college course I took during high school in Courses & Grades?

When high school students simultaneously take college courses through a college or university, this is known as dual enrollment. For **Courses & Grades**, only courses receiving high school credit (i.e. appearing on your high school transcript) should be reported in this section. If you are not receiving high school credit for the course, you do not need to report this course in **Courses & Grades**.

If you are receiving high school credit for a college course, here's what you need to do:

- Select the grade level that corresponds to the academic year in which you took the course (9th, 10th, 11th, 12th, or Other)
- For the School Name, select the high school that awarded the credit for the college course
- For the Course Level, select 'Dual Enrollment'
- Complete the remaining parts of Courses & Grades

You must still send official transcripts from your high school(s) and any college(s) you attended.

If, however, you have already taken a college course or courses, and IF you chose to NOT have it added to your NP transcript, you can add it/them them in the “additional information” section (located under the “Writing” tab).

Note that you should be sending official transcripts from the colleges you have attended!

Complete your Common Application

Preview

Additional Information

Complete

Sometimes a student’s application and achievements may be impacted by challenges or other circumstances. This could involve:

- Access to a safe and quiet study space
- Access to reliable technology and internet
- Community disruption (violence, protests, teacher strikes, etc.)
- Discrimination
- Family disruptions (divorce, incarceration, job loss, health, loss of a family member, addiction, etc.)
- Family or other obligations (caregiving, financial support, etc.)
- Housing instability, displacement, or homelessness
- Military deployment or activation
- Natural disasters
- Physical health and mental well-being
- War, conflict, or other hardships

If you’re comfortable sharing, this information can help colleges better understand the context of your application. Colleges may use this information to provide you and your fellow students with support and resources.

Would you like to share any details about challenges or other circumstances you’ve experienced?*

☐ Yes

☒ No

Clear answer

Would you like to share any additional details or qualifications not reflected in the application?*

☒ Yes

☐ No

Clear answer

Example:

Please provide any additional information you wish to share.*

Press Alt/Opt+F10 from the editor to navigate to the toolbar, or Alt/Opt+O for a list of [keyboard shortcuts](#).

B

I

U

College courses taken during high school:

ACCT M01-Inroduction to Accounting Moorpark College Grade: A Credits: 3 June 2023

ACCT M110-Financial Accounting Moorpark College Grade: B Credits: 3 June 2024

Min: 1 / Max: 300

29/300 words

Continue

Complete your Common Application

Preview

Courses & Grades

In progress

Here is a list of your current colleges that require Courses & Grades:

Required

- Arizona State University

Not Used

I can access a copy of my transcript(s) or official grades*

☒ Yes

☐ No

Clear answer

Continue

If any colleges require you to enter grades from 9-11, select NPHS (and whatever other high schools you attended), and enter A-F for grading scale and “semesters” for schedule. You do NOT need to make entries in the “final” semester grades.

×

Courses & Grades

Courses & Grades – 9th grade

Use this grid to report your courses exactly as they appear on your transcript.

View walkthrough

View FAQs

If any middle school courses appear on your transcript, you do not need to note the middle school's name. Please use the high school name where you received credit instead.

Transcript #1 - Newbury Park High School

School Name *

Newbury Park High School

School Year *

2022-23

Grading Scale *

A-F

Schedule *

Semesters

Subject *

Algebra

Course Name *

Algebra 1 CP

Course Level *

College Prep

Semester Grades *

S1

A

S2

A

Final

Semester Credits *

S1

5

S2

5

Final

10

☐ N/A

**For summer courses and middle school courses,
click “other courses” and enter them there.**

Complete your Common Application

Preview

Other Courses

In progress

Do you have any other courses on your transcript with grades?
(This may include middle school, post-12th grade, or summer
courses that appear on your official transcript.)*

☒ Yes

☐ No

Clear answer

School: Newbury Park High School

School Year: 2023-24

Grading Scale: A-F

Schedule: Semesters

Like so...in this example, the student took Geo H in middle school and earned high school credit during the 2022-23 school year:

Courses & Grades

Courses & Grades – Other Courses

Use this grid to report your courses exactly as they appear on your transcript.

If any middle school courses appear on your transcript, you do not need to note the middle school's name. Please use the high school name where you received credit instead.

View walkthrough

View FAQs

Transcript #1 - Newbury Park High School

School Name *

School Year *

Grading Scale *

Schedule *

Newbury Park High School

2022-23

A-F

Semesters

Subject *

Geometry

Course Name *

Geometry H

Course Level *

Honors

Semester Grades *

S1

S2

Final

Semester Credits *

S1

S2

Final

B

B

5

5

10

☐

N/A

Add another course

Choose "Add courses from another transcript" to add courses from another high school transcript, or any other courses that use a different schedule or grading scale.

After you finish the education section, go to the College Search section and add colleges.

College search

Application requirements

College or City Name

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

1213 results

Sort by: College name

	Abertay University Dundee, - GBR	+ Add
	Aberystwyth University Aberystwyth, Ceredigion - GBR	+ Add
	Abilene Christian University Abilene, TX - USA	+ Add
	Adams State University Alamosa, CO - USA	+ Add
	Adelphi University Garden City, NY - USA	+ Add
	Agnes Scott College Decatur, GA - USA	+ Add
	Air Force Academy USAF Academy, CO - USA	+ Add
	Al Akhawayn University in Ifrane IFRANE, - MAR	+ Add

After you have added colleges, go to the My Colleges tab.

My Colleges

Overview

 You must first add a college to your My Colleges list before you can apply. Go to the [College Search](#) tab to add colleges to your list.

In this tab you will continue your application for each college and you will:

- Complete college-specific questions and supplements
- Invite and manage recommenders
- Submit your application!

For more help in completing this tab, you may contact our [Applicant Solution Center](#) at any time to answer your questions.

Here you can select each college to review important information about each one.

Search colleges

Stanford University



admission@stanford.edu · Phone [\(650\) 723-2091](tel:(650)723-2091)

Add to My Colleges

Montag Hall
355 Galvez Street
Stanford, CA 94305-6106
USA

Application deadlines

Fall 2027
Restrictive Early Action · November 01, 2026
Regular Decision · January 05, 2027

Application fees and fee waiver

U.S. students: \$100
International students: \$100
[Common App fee waiver](#) accepted for all eligible students

Links

- [College website](#)
- [Admissions office](#)
- [Financial aid](#)
- [Virtual tour](#)
- [College Navigator](#)



Other deadline information

If you intend to submit an [Optional Arts Portfolio](#), your application **must** be submitted by October 15 for Restrictive Early Action (REA) or December 5 for Regular Decision (RD). Your School Report form, teacher/counselor letters of recommendation, and transcript(s) can be submitted by November 1 (REA) or January 5 (RD).

Please visit our [Requirements and Deadlines page](#) for more details.

Application information

Writing requirements



AFTER you have added a college, go back to the “My Colleges” and select the dropdown arrow.

^ Stanford University

College information

APPLICATION

- ☐ General
- ☐ Academics
- ☐ Contacts
- ☐ Family
- ☐ Short Questions
- ☐ Short Essays
- ☐ Additional Background
- ☐ Affirmations
- ☐ Recommenders and FERPA
- ☐ Review and submit application

From the
dropdown, select
“Recommenders
and FERPA.”

Dashboard

My Colleges

Common App

College Search

Financial Aid

My Colleges

Albertus Magnus College

Arizona State University

Stanford University

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

University of South Carolina Columbia

Recommenders and FERPA

Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

! FERPA Release Authorization

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

Complete Release Authorization

Continue

Click the “Learn
more about
FERPA” link and
read this:

What is the FERPA Waiver?

Since FERPA is a complex law, we want to provide some key information before you respond to the FERPA waiver question.

1. How does FERPA relate to your college application?

FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

2. In the application you'll be asked if you want to waive the right to review confidential letters of recommendation. What you should you know about this waiver?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian.

For more information on FERPA [click here](#).

After you read the section, click the Release authorization...then click the box:

In progress

×

Release authorization

Instructions

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond. We encourage you to learn about FERPA by [reading our FAQ](#). We also suggest discussing FERPA with your counselor, parent, guardian, or other school official to be better informed about your rights.

1. How does FERPA relate to your college application?

- FERPA regulates educational institutions' obligation to protect the privacy of student education records. This can include your application to the college where you enroll. FERPA also gives you the right to review and inspect your education records. The confidential letters of recommendation issued by your high school or their staff may be part of those records.

2. In a moment, you'll be asked if you want to waive the right to review these confidential letters of recommendation. What should you know about this waiver?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

Continue

3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

!

☐ I have read and understood the FERPA Release Authorization explanation above.*

Please complete this required question.

Continue

Release authorization

FERPA Form

☐ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*

Back Save and Close

READ, sign the acknowledgements, and select "waive" or "DO NOT waive." It is HIGHLY recommended that you WAIVE if you are seeking a letter of recommendation!

Release authorization

FERPA Form

☒ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*

Please select one: *

☐ I waive my right to review all recommendations and supporting documents.

☐ I DO NOT waive my right to review all recommendations and supporting documents.

☐ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission.*

Signature *

Date *

Date uses "month day, year" format (e.g. August 1, 2002)

Back Save and Close

AFTER you have completed the steps on the prior screen, you will be able to invite a recommender. Use THIS to find out what specific letter or letters of recommendation you will need!

Apply to Stanford University

Recommenders and FERPA

 In progress

Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

 FERPA Release Authorization

[View Details](#) 

Invite recommenders

Use this section to invite and then [assign recommenders](#) to this college. You'll need to assign recommenders for each college on your list.

[Invite Recommenders](#)

 Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

[Invite Counselor](#)

 Teachers

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 2 Optional: 0

[Invite Teacher](#)

Important Instructions About Requesting Letters of Recommendation

Make SURE you need one. Don't request a letter "just in case" you *think* you *may* need one or to "max out" a particular college

Ask your potential recommender IN PERSON *before* you add them to the Common App.



In order for the recommender you selected/asked in person to write your letter, you need to invite them to your Common App. For teachers or your counselor, select the “Invite Recommenders” and/or “Invite Counselor” link(s).

When you enter a NPHS counselor/teacher email address, use the following format:

(teacher/counselor name)@conejousd.org

DO NOT use:

(teacher/counselor name)@learn.conejousd.net

IF you made the mistake of inviting teacher/counselor using their *learn* account, UNINVITE them from that and invite them from using their conejousd.org address!

Recommenders and FERPA

 In progress

Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

✓ FERPA Release Authorization

[View Details](#) ▾

Invite recommenders

Use this section to invite and then [assign recommenders](#) to this college. You'll need to assign recommenders for each college on your list.

Invite Recommenders

Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

Invite Counselor

Teachers

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 2 Optional: 0

Invite Teacher

If your intended campus accepts a recommendation from an “Other recommender,” use the “Invite Other Recommender” link and follow the instructions.

If you choose a NPHS staff member as your other recommender (such as a coach or a teacher in a non-teaching role), DO NOT use their @conejousd.org email (use their personal email if possible).

✓ Other recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Family Member
- Peer
- Other

Required: 0 Optional: 1

[Invite Other Recommender](#)

Advisor

An advisor can be anyone assisting you with your application. They can review your application and give you personalized feedback. You may invite up to 3 advisors. Advisors do not submit any forms on your behalf. Colleges will also not receive any information about your advisor(s).

[Invite Advisor](#)

[Continue](#)



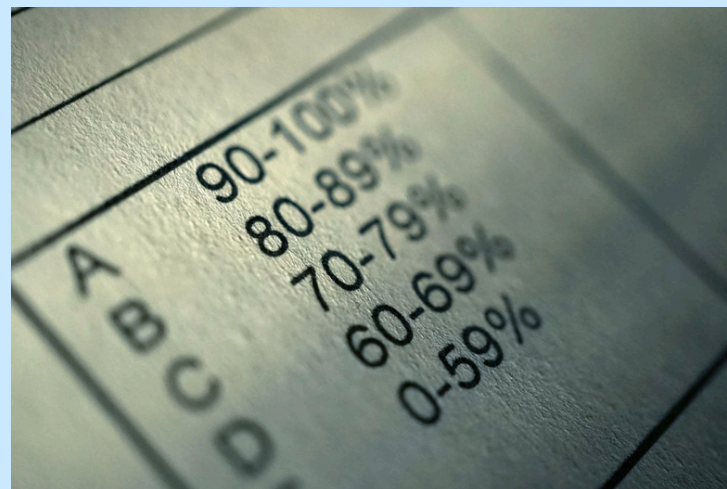
After you have asked your recommender(s) IN PERSON to write your LOR/the recommender agreed to write it, AND you have invited the recommender (using the CORRECT email address, you need to complete *either* the brag survey(s) below OR *whatever specific brag survey the recommender(s) prefer(s)*:

- IF YOU NEED A COUNSELOR LETTER OF RECOMMENDATION, ASK YOUR COUNSELOR IN PERSON AND COMPLETE THIS SURVEY
- IF YOU DESIRE (this is OPTIONAL) have parent or guardian complete THIS SURVEY
- IF YOU NEED A TEACHER LETTER OF RECOMMENDATION, ASK THE TEACHER IN PERSON AND COMPLETE THIS SURVEY (OR whatever *other* survey they use).

The more information you provide, the more informative your letter(s) of rec. will be!

Transcripts

NPHS now provides transcript delivery via Parchment. Students can order their transcripts directly through Parchment and have them sent to whatever institution that accepts Parchment delivery (which includes all Common App Schools).



		Final					ACADEMIC MARKS	
1st Qtr	2nd Qtr	1st Sem	3rd Qtr	4th Qtr	Fnl Exm	Fnl Mrk		
A	A		B+	B		B+		
B+	C+		C+	C		C+		
B+	B+		B+	B		B+		
B	D+		C	C+		C		
B+	C			C+		C+		
B+	C		B+	B		B		
B	B+		B+	A		B+		

You NEED to request that your INITIAL transcript (available now) be ordered for EVERY Common App school top which you apply. To place your order(s), follow these instructions:

- 1. Create an account at www.commonapp.org and note your Common App ID.**
- 2. Follow the instructions to invite your counselor to be a Recommender. This will trigger an email to your counselor, which explains how to submit school forms online.**
 - Your Counselor must accept your invitation to be a Recommender.**
- 3. Once you have created your Common Application account and invited your counselor to be a Recommender, you will need to create/sign in to your Parchment Account (NPHS's transcript delivery service).**
 - If you don't have a Parchment account yet, you will need to register. For help on registering, visit the [Registration help topic](#).**
- 4. Click Order under the name of your school.**
- 5. Type Common App into the search box and click Select (FIRST YEAR applicants).**
- 6. Enter your Common App ID and then continue the ordering process.**
- 7. Once your school has approved your request and uploaded your transcript, your transcript will be sent directly to the Common App where it will be matched to your school forms and submitted on your behalf.**

To find out if ANY of your colleges requires that you send a MID YEAR Report, go to “My Colleges” - “College Information” - “Application Information” for EACH college and, under “Recommendations,” check for “Mid Year Report Required.”

Recommendations:

- School Report Required
- Counselor Recommendation Required
- Mid Year Report Required
- Final Report Required
- Teacher Evaluation(s): 2 Required, 0 Optional
- Other Evaluation(s): 0 Required, 1 Optional

If a Mid Year Report is required, follow these instructions to place your order:

- **Sign in to your Parchment Account (NPHS's transcript delivery service).**
- **Click Order under the name of your school.**
- **Type Common App into the search box and click Select (FIRST YEAR applicants).**
- **Enter your Common App ID and then continue the ordering process.**
- **After your school has approved your request and uploaded your transcript, your transcript will be sent directly to the Common App where it will be matched to your school forms and submitted on your behalf.**

Set Delivery Destination

CANCEL ✕

Your order will be sent from **Newbury Park High School** to the individual and/or organization at the destination below.



common app

Search

The Common Application for Transfer
(Transfer Students ONLY)
Watertown, MA, US

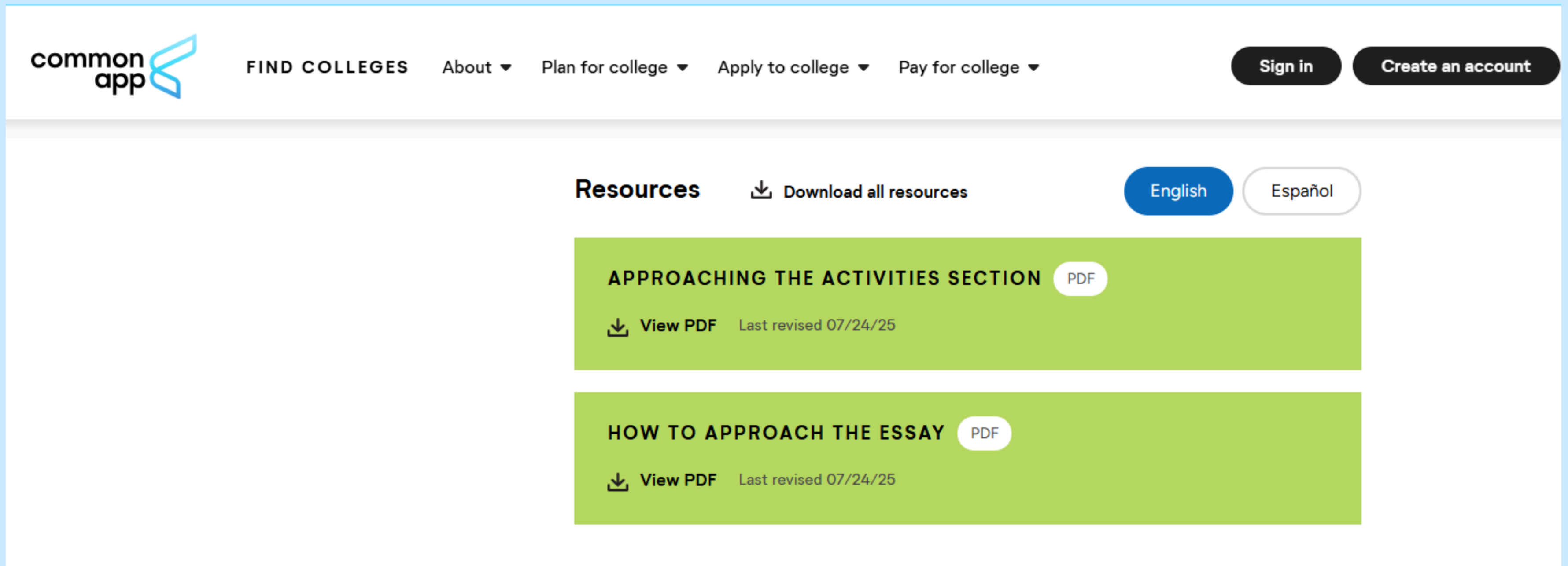
The Common Application (First Year
Applicants)
Arlington, VA, US

Appalachian State University - Graduate
Admission
Boone, NC, US

Appalachian State University
Boone, NC, US

If you have followed all the instructions your teachers/counselor/other recommenders will be able to upload your letters. If you ordered your transcript(s), your counselor will be able to approve the upload request from your Parchment account. For the additional sections in the Common App, note that you can use the **tool kit** for assistance.

To use the **tool kit**, click the link and scroll through until you find your topic. For example, the Activities section:



The screenshot shows the Common App website's navigation bar and a resources section. The navigation bar includes the Common App logo, a 'FIND COLLEGES' button, and links for 'About', 'Plan for college', 'Apply to college', and 'Pay for college'. On the right are 'Sign in' and 'Create an account' buttons. Below the navigation bar, the 'Resources' section is displayed with a 'Download all resources' link and language toggle buttons for 'English' and 'Español'. Two resource cards are shown: 'APPROACHING THE ACTIVITIES SECTION' and 'HOW TO APPROACH THE ESSAY'. Each card has a 'PDF' label, a 'View PDF' link with a download icon, and a 'Last revised 07/24/25' date.

common app **FIND COLLEGES** About ▼ Plan for college ▼ Apply to college ▼ Pay for college ▼ **Sign in** **Create an account**

Resources Download all resources English Español

APPROACHING THE ACTIVITIES SECTION PDF
View PDF Last revised 07/24/25

HOW TO APPROACH THE ESSAY PDF
View PDF Last revised 07/24/25

Open the PDF and follow the instructions:



Approaching the Activities section

The Activities section is part of My Common Application. In it you have the chance to tell colleges more about who you are outside the classroom. You can use this section to highlight the activities and experiences that have been the most meaningful to you throughout high school.

Take a moment to reflect on what types of activities you may want to include. Did you have family responsibilities, a job, internship, or volunteer work? What about hobbies or sports?

Use this space to jot down an activity or two you might want to share.



You can add up to ten activities to your application, but that doesn't mean that you need to enter ten. This section is how colleges can get to know more about you. It can show what makes you unique: your pursuits, interests, and passions. Focus on what activities can best tell that story and not on the number you're reporting.



The Activities section is one of our team's favorite sections of the application. Activities add persona to an application; they demonstrate an applicant's interests outside of the classroom and allow us a glimpse into that applicant's passions, further demonstrating how that individual may enhance our student community.

— Adelphi University
(Garden City, NY)

Did you know?

If you need more space to elaborate on an activity or experience, you can use the Additional Information question in the Writing

After you have completed your application to a specific college, you will be able to submit it. As you submit it, you need to pay the application fee (unless you qualify for a **fee waiver**):

How do I pay my application fee?

Once you're ready to submit your application and pay your application fee, you simply need to go to the 'Review and Submit - Common App' section for that specific college. Once you've confirmed that your application is ready to be submitted, you'll be routed to our third party payment vendor to pay your fee.

You will be directed back to your application to sign and submit your application. Please note that your application is not submitted until you've signed and submitted your application.