

COMMON APPLICATION INSTRUCTIONS

******If you are applying to the U of M Twin Cities or the UW Madison please consult the handout for those colleges as their processes are unique ******

If you are unsure about whether you should apply using Common App, please talk to your counselor. If you are applying to more than one Common App school, it generally makes sense to use the Common App.

ALL STUDENTS using the Common App must meet with their counselor. There are several other forms your counselor needs to complete when you use the Common App which may include a written evaluation (letter of recommendation). The counselor written evaluation is in addition to the letter of recommendation requirements the college has. **Meet with them at least 3 weeks prior to your first due date.**

Please bring the following to your meeting:

- Letter of recommendation form (available in the Counseling Office and on the ERHS website)
 - A copy of your essay and/or short response questions
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Steps to Follow

- Register with Common App and identify the schools to which you are applying.
- VERY IMPORTANT - complete the FERPA waiver on the Common App site. We recommend waiving your right. This needs to be done prior to the next step.** If you have questions about this, see the additional information on the back.
- Log on to Naviance using your student ID number and your password. Go to the Colleges tab and then "Colleges I'm Applying to".
- Enter your Common App information to match your Common App and Naviance accounts. This is in the pink box on the top of the screen.
- Add all colleges that you are applying to in Naviance. To add colleges, click "add to the list". Indicate how you are applying (directly to institution, Common App etc).

Letters of Recommendation

Find outDo the schools you are applying to require letters of recommendation? Do they have a maximum number or minimum number of recommendations?

If the school does not require letters of recommendation, you do not need to request them.

- Ask teachers to complete letters of recommendation in person (give them at least 3 weeks notice).
- In Naviance under "Letter of Recommendation" add those teachers' names.
- Indicate which schools you want their letter to be sent to (typically all).

Once you add the teachers' names to Naviance, they can upload and send the letters through Naviance.

Transcripts

- Pay your transcript fee in Fee Pay
- To order transcripts, go to Naviance, click on “Colleges”, click on “Transcripts”, click on “Request Transcripts for my college application.” Click on the college name. Click on “Request Transcript” at the bottom of the page. All transcript requests for Common App have to be approved and sent on-line by the student’s counselor.
- If you add colleges to your list after you have met with your counselor, you will need to let your counselor and teachers know so they can send their materials to the added schools.**

Please Note: Transcripts cannot be sent until you have paid your transcript fee, added the school to your Common App account, completed your application, and met with your counselor.

Only request a transcript one time. If you have any questions about whether or not it was sent, please see Ms. Kadrlik in the Counseling

Additional Information from the Common Application Website

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 gives you the right to review confidential letters of recommendation under certain circumstances IF:

- You are enrolled in college and that college saves the recommendations for enrolled students, OR
- You are 18 or older.

2. In the application you'll be asked if you want to waive this right. Why would you want to do that?

- 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 refuse to write a letter for you unless you 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 respond to the FERPA waiver question, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian.

For more information on FERPA follow this link: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>