

## The COMMON APPLICATION Checklist

### APPLICANT SIGN IN:

Email: \_\_\_\_\_

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

As an applicant, you have four tabs you can select when you are signed in to website: DASHBOARD, MY COLLEGES, COMMON APP, and COLLEGE SEARCH.

- ☐ Use COLLEGE SEARCH to locate/research up to 20 colleges you want to apply to.
- ☐ Click on COMMON APP to begin filling in your application.
- ☐ Must complete all blanks with a RED Asterisk (\*) behind them.
- ☐ Under “Testing” section you should self-report test scores and future test dates.
- ☐ Report “Activities” which are most important to you, 10 activities maximum.
- ☐ Under “Writing” section, type your essay into the block directly or copy and paste from a word document.
- ☐ Proofread essay before and after you add it to the application.
- ☐ Additional Information: any information you wish to report but isn’t asked for directly in the Common App can be shared in this section of the Writing screen.
- ☐ After completing application, go to MY SCHOOLS and answer the supplemental questions for your selected schools.

- ☐ **Invite your guidance counselor to complete the school report for you (must know the email address of counselor).**
- ☐ **REFERENCES:** you may invite a teacher or another adult (coach) to write a reference for you, if required by your school.
- ☐ **SUBMISSION:** before you can submit application to a school, you first must complete the school's specific questions and assign (invite) the appropriate amount of Recommenders for your school.