How to Use the Common Application

For best results with the Common Application, please follow the follow guidelines

1. To begin the Common Application, go to www.commonapp.org

2. If you have not registered, sign up under the APPLY section and follow the prompts until you have an account.  You must register in order to fill out the Common Application. (You cannot save or print the application unless you complete all fields designated with a red star.)

3. After you have filled out all of the necessary items and hit the Register button at the bottom of the screen, you should receive a confirmation email with your user name and password in it. **Print this page and save it.**

4. Once you have registered, a list of instructions will appear on the page.  Please read through ALL of these carefully before starting your application!  Please read through ALL of these carefully before starting your application! This is very useful information that will help you navigate the website. You can access instructions at any time by clicking on the INSTRUCTIONS tab at the left of your screen or at the top of the page, on which you are working,

5. Any time you log off of the site and wish to log on again, simply re-enter your user name and password at the center of the page under APPLY.

6. After you have read through the instructions completely, click COLLEGE Search tab to the left of your screen and add your schools. It is recommended that you start your application with this step even if you have not made a final list of colleges to which you are applying. You can add or delete colleges from this list at any point before you submit your application.

7. After you have entered your prospective list of colleges, click on the MY COLLEGES tab on the left of your screen. Here you will be asked to fill out specific information about your college and career plans for each school. If you are unsure of your future career plans, choose the area of the greatest interest to you or undecided.

8. The **PROFILE and FAMILY** sections will ask you basic questions about you and your family which are necessary to complete your application. It is critical that the contact information you provide is accurate so that colleges can get in touch with you. Do not use an inappropriate email address- this is your first impression – make it a good one – provide an email address that you check often.

9. The **EDUCATION** section will ask for your educational data, including high school information and test scores. Make sure you select SACRED HEART HIGH SCHOOL (**336070)** as your secondary school.

10. The **TESTING** section will ask for your current your scores on the SAT or ACT. If you are planning on taking another test in the future, type in the month and year of your intended test date. Some schools do not require scores to be sent. If that is the case, you will need to leave this section blank. If the college does require scores, please remember you will need to leave this section blank. If the college does require scores, please remember you will need to send your scores through the College Board or ACT student Center in order for this requirement to be met.

11. The **ACTIVITIES** section will ask you to list any extracurricular activities or work experience you have completed during high school. Enter the information in the chart in order of interest to you. If you have too many activities for the given amount of space or want to provide additional information about the activities listed you may opt to send the schools a resume.

12. The **WRITING** section of the application includes a section for you to upload your personal statement. The Common Application will CUT YOU OFF after 650 words. SO the maximum number of words is 650!

13. If the college requests a supplement, which may include an additional essay, you must provide it in order for your application to that school to be considered complete. You can click on the **MY COLLEGES** tab and click on each individual school for specific instructions for each of the schools to which you are applying.

14. The Common Application requires payment to submit to each school. Please be aware that unless you have a fee waiver you must have a credit card to submit your application. Some schools accept payment online using a credit card while others require that you mail them a check. Be sure to follow the instructions for each section.

15. **PROOFREAD** everything carefully, as you want the colleges to remember you for what you wrote, not what you wrote incorrectly.

16. After you have submitted your Common App, you may add additional institutions and submit your application to them, as well. Once you submit an application to an institution, you will no longer be able to change the information submitted to that institution. You can edit the Common App for other applications, but there is no need to do so unless you need to correct an error. In general, the Common Application is designed to be completed once and submitted to all a student’s colleges at once or over a period of time.