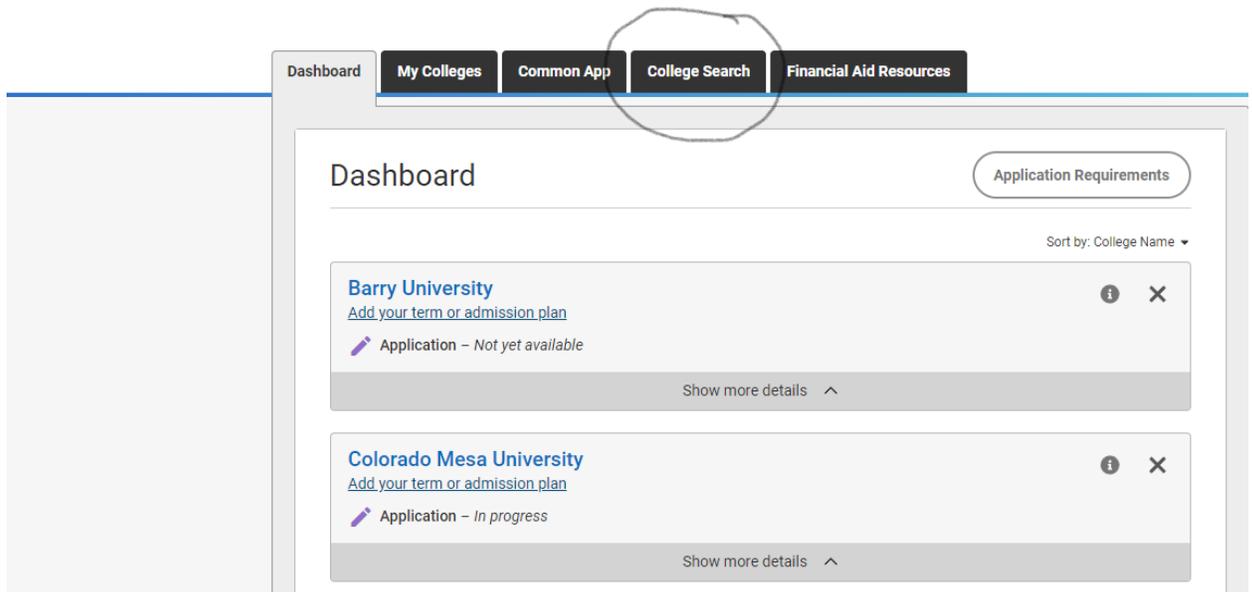


Hello rising seniors!

Now that it's August, the Common Application has officially refreshed and is ready for completion! Below you'll find a step-by-step guide to completing the application, including where to find the supplemental essay prompts.

1. If you haven't done so already, please make an account at www.commonapp.org. You should use your **college-appropriate email address**, not your school address, to create this account (unless your high school counseling office says otherwise). Even if you've taken college courses during high school, you are applying as a **first-year student**.
2. Once your account is made, you'll need to add in the colleges from your list that utilize the Common App. (You can see which ones take the Common App by making sure the colleges of interest are in the "My Colleges" section of the college list in GuidedPath, then click on the "Applications" tab, then "My Application Plans." This section will show you in the second column which application you'll need to use to apply). You can add colleges to your Common Application by going to the College Search feature:



Type in the name of the college and click on the blue plus sign to add it to your application. Once you add the school, it will appear in the "My Colleges" tab.

3. The first piece of the application we'd like you to complete is the FERPA waiver. In order for your recommenders to submit their recommendations, you need to waive your rights to view the recommendation. In order to complete this waiver, you'll need to go to the Common App tab, then click on the Education section on the menu on the left side.



You'll need to complete this section about your high school experience in order to access the FERPA waiver.

4. Once that Education section is completed, you can navigate to the "My Colleges" Tab and select any school on the list to open the drop down menu of additional sections to complete:



Click on where it says "Recommenders and FERPA," scroll to the top of the page and click on "Complete Release Authorization." Once you click the button, a small window will appear with instructions. Read through, scroll to the bottom, check the checkbox, and hit "Continue." The next page will say FERPA Form at the top. Be sure to select the appropriate buttons:

 **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)

Once you hit save and close, the waiver will be applied to all schools and you'll be taken to a window where you can enter in your school counselor's information, as well as your recommenders:

My Colleges

- Barry University ▲
- College Information
- Application
 - Questions
 - Recommenders and FERPA
 - Review and Submit - Common App
- Colorado Mesa University ▼
- Colorado State University ▼
- Fort Lewis College ▼
- Stanford University ▼
- The University of Arizona ▼
- University of Colorado Boulder ▼
- University of Colorado Colorado Springs ▼

Recommendations & FERPA

✓ FERPA Release Authorization
[View Details](#) ▼

Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf.

[Invite Recommenders](#)

⚠ **Counselor**

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

[Invite Counselor](#)

Advisor

An advisor can be anyone who is assisting you with your application process. You may invite up to 3 advisors using the 'Add Another' link below. An advisor can view your application information and give you personalized feedback. **An advisor does not submit any forms on your behalf.**

[Invite Advisor](#)

[Continue](#)

- Now that the confusing part is out of the way, the rest should be more simple and straightforward. You can now start at the beginning of the application (by going back to the "Common App" tab) and complete all of the required questions. You'll need some parent/guardian information for part of it, so if they aren't available to provide answers as you're filling it out, don't forget to go back to them! Most of the application can be completed while watching TV, but be sure to pay attention to detail, because an incorrect digit or response can result in an incomplete application.
- Once your main Common App essay is finalized, the last major piece of the application process is the supplemental essays. Some schools will require you to complete all of the school-related questions in order to view the prompts (usually when the prompts are specific to a major or college within the university), but others will automatically show you

the writing prompts:

The screenshot displays a web interface for a college application portal. At the top, there are navigation tabs: **Dashboard**, **My Colleges**, **Common App**, **College Search**, and **Financial Aid Resources**. The **My Colleges** tab is active, showing a list of colleges on the left sidebar. The **University of Colorado Boulder** is selected and highlighted in blue. Below the college list, there are sections for **College Information** and **Application**. The **Application** section is expanded to show **Questions**, **Recommenders and FERPA**, and **Review and Submit - Common App**. The **Questions** section is the active page, titled **Questions** with a **Preview** button in the top right corner. The main content area is divided into sections: **General** (expanded), **Family**, **Residency**, **Other Information**, and **Writing**. The **General** section contains the following text and form elements:

The questions on this page are being asked by University of Colorado Boulder

Preferred start term*

- Choose an option -

Do you intend to use one of these school-specific fee waivers?

- Choose an option -

Continue

7. We strongly encourage you to use an essay prompt tracker to keep track of various prompts and word count limits. Be sure to copy and paste the prompt directly into a separate document outside of the application, and to note the word minimums and maximums where applicable. Putting all of the required prompts in one place will allow you to see where the prompts may overlap so that you can begin to draft responses that can cover all bases (working smarter, not harder!).

8. There is one section of the Common App (“Courses and Grades”) that is only required by a handful of institutions, but it can be kind of confusing. Once your college list is built within the Common App, if you go to the Common App tab, you can see if any of your schools require it here:

Dashboard My Colleges Common App College Search Financial Aid Resources

Common App

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades
3 college(s) require

Courses & Grades Preview

Courses & Grades

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

Required	Not Used
<ul style="list-style-type: none">Fort Lewis CollegeStanford UniversityThe University of Arizona	<ul style="list-style-type: none">Barry UniversityColorado Mesa UniversityColorado State UniversityUniversity of Colorado BoulderUniversity of Colorado Colorado SpringsUniversity of Nevada, Las Vegas (UNLV)University of Northern ColoradoWestern Colorado University

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

Yes

No

You'll need to have a **copy of your unofficial transcript** handy to complete this section. Click "Yes" about accessing your transcript once you're able to access it to complete this section, then click "Continue." Next you'll hit the button that says "Add 9th Grade." From there, you'll select the school name from the drop down (if you attended more than one school, they'll all be in this drop down from when you filled out the high school information in the Education section for #3). Make sure to enter the course name **exactly** as it appears on your transcript, as well as your school's grading scale. Below is an example:



Courses & Grades – 9th grade

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 - Windsor Charter Academy

School Name *
 School Year *
 Grading Scale *
 Schedule *

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			N/A
			S1	S2	Final	S1	S2	Final	
Calculus	AP Calculus AB	Advanced Placement (AP)	A	A		0.5	0.5		<input type="checkbox"/>
Chemistry	Chemistry	Dual Enrollment	B+	A-		0.5	0.5		<input type="checkbox"/> ✖

[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.

[+ Add courses from another transcript](#)

Please note, most high schools don't do Final Grades for the year, and this section should reflect your transcript exactly. You can ignore the red asterisk here (and only here) and leave the Final section blank if your school doesn't report final grades.