



What do Students Need to Do to Apply via Common App in Naviance Family Connection?

What is the Common App?

The Common Application (Common App) is a standardized undergraduate college admission application for any member college institution. Some colleges are exclusive and will only accept the Common App for full-time, first-year, degree-seeking admission. Other non-exclusive colleges will accept the Common App or other application format.

Student	Counselor	Teacher
<ul style="list-style-type: none"> <input type="checkbox"/> Create a Common App Account <input type="checkbox"/> Sign the Common App FERPA Waiver & Authorization <input type="checkbox"/> Complete Common App Account Matching <input type="checkbox"/> Notify your counselor of any applications to schools using Common App <input type="checkbox"/> Work with counselor to complete the Common App materials <input type="checkbox"/> Request transcripts through Naviance <input type="checkbox"/> Personally ask teachers to complete recommendations. <input type="checkbox"/> Give teachers instructions for completing Common App recommendation through Naviance <input type="checkbox"/> Check Common App application status through Naviance <input type="checkbox"/> Follow up with teachers personally confirming Common App recommendations are submitted <input type="checkbox"/> Follow up with counselor confirming Common App materials are complete and submitted 	<ul style="list-style-type: none"> <input type="checkbox"/> Connect with students planning to apply to Common App schools <input type="checkbox"/> Students will need to contact each teacher to complete teacher recommendations to be completed through Naviance Family Connection <input type="checkbox"/> Students will provide teachers with instructions for uploading teacher recommendations in Naviance Family Connection <input type="checkbox"/> Complete all application details for each Common App school per student <input type="checkbox"/> Complete student written evaluations for each Common App school for each student application <input type="checkbox"/> Send/submit final Common App package of materials for students. 	<ul style="list-style-type: none"> <input type="checkbox"/> Check with student confirming request(s) for teacher recommendation(s) are for Common App <input type="checkbox"/> Confirm with student set up of Common App account and completed account matching process <input type="checkbox"/> Complete the Common App teacher recommendation for each student <input type="checkbox"/> Upload the Common App teacher recommendation file to Naviance <input type="checkbox"/> Prepare the Common App Teacher Evaluation form to accompany the teacher recommendation

Students

Start here to match your Naviance Family Connection and Common App accounts.

***Common App Matching Tips!**

- Make sure you use the same **email address** you chose for your Common App account.
- Make sure the **last name** on your Naviance Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Naviance Family Connection profile matches the date of birth on your Common App account.

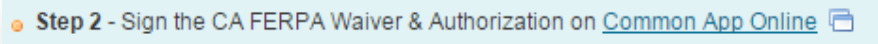
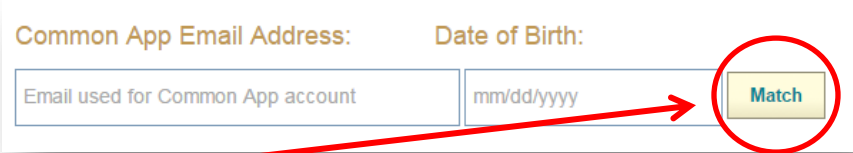

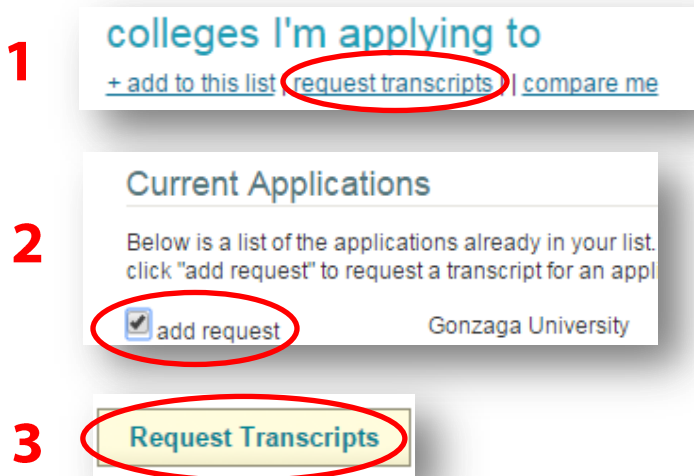
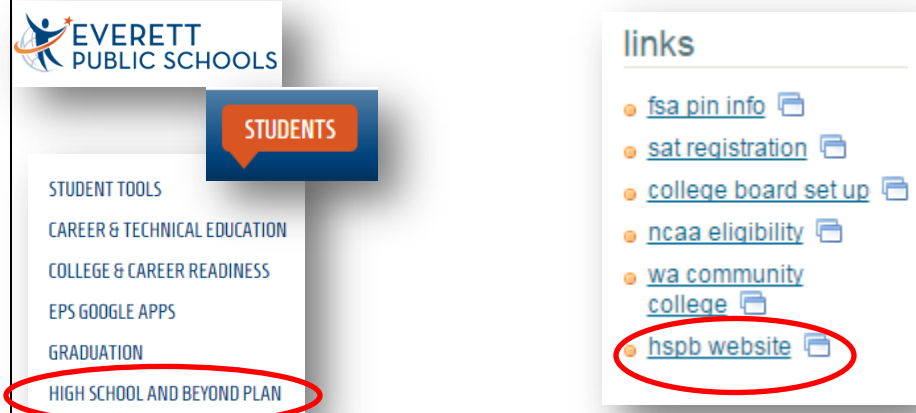
1. **Create** a Common App account on [Common App Online](http://www.commonapp.org) (www.commonapp.org)

Account Creation

The screenshot shows the 'Account Creation' form on the Common App website. It includes four input fields: 'Email Address *', 'Re-type Email Address *', 'Password *', and 'Re-type Password *'. A red arrow points from the 'Account Creation' text box to the 'Email Address' field.



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2. Sign the CA FERPA Waiver & Authorization on Common App Online (www.commonapp.org)	
3. Type the email address in the box provided that you chose for your Common App account.	
4. Click Match	
5. You must notify your school counselor that you are applying to schools using the Common App so they can assist with completing your Common App materials.	
6. Request your transcript in Naviance Family Connection	
7. PERSONALLY ask each teacher to write you a recommendation for your Common App schools.	
8. Download the Common App Teacher Recommendation Instructions from the HSBP website or from the link found in your Naviance Family Connection account	



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****IMPORTANT!!! Your teachers will not submit your recommendations through Naviance if you do not give them the instructions!**

9. **Check** your Common App application status through Naviance Family Connection

colleges I'm applying to

Transcript **Office Status** My App.

10. **Follow-up** with **teachers** to make sure they have completed the Common App recommendations and **uploaded** each recommendation into Naviance.

11. **Follow-up** with your **counselor** to make sure they have completed and submitted all Common App materials.