



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

## 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](http://www.commonapp.org))

**Account Creation**

Email Address \*

Re-type Email Address \*

Password \*

Re-type Password \*

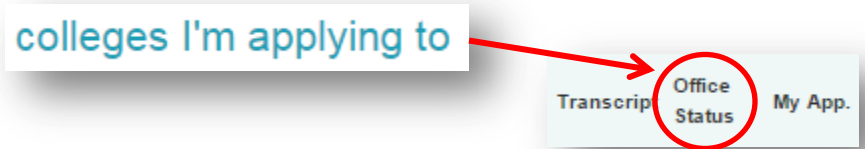


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2. <b>Sign</b> the CA FERPA Waiver & Authorization on <a href="http://www.commonapp.org">Common App Online</a> ( <a href="http://www.commonapp.org">www.commonapp.org</a> )	
3. <b>Type</b> the <b>email address</b> in the box provided that you chose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



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<b>**IMPORTANT!!! Your teachers will not submit your recommendations through Naviance if you do not give them the instructions!</b>	
9. <b>Check</b> your Common App application status through Naviance Family Connection	
10. <b>Follow-up</b> with <b>teachers</b> to make sure they have completed the Common App recommendations and <b>uploaded</b> each recommendation into Naviance.	
11. <b>Follow-up</b> with your <b>counselor</b> to make sure they have completed and submitted all Common App materials.	