

Common Application Guide for Students

What is the Common Application?

The Common Application is **used by over 450 American universities**. It is somewhat akin to UCAS, in that you will save time by being able to complete information and essays that you can submit to multiple universities. However, bear in mind that approximately **two-thirds of universities ask for supplemental information and/or essays**.

You can access the [Common Application online](#), as well as a [list of universities](#) requiring the Common Application and their deadlines.

1. Registration

The first step to completing the Common Application is registering with the [Common Application website \(www.commonapp.org\)](#).

The screenshot shows the homepage of the Common Application website. At the top, the logo reads "THE COMMON APPLICATION For Undergraduate College Admission". Below the logo is a navigation bar with links: "About Us", "Member Colleges & Universities", "Common Questions", "Download Forms", "Other Resources", and "Contact Us". The main content area features the text "INTEGRITY", "EQUITY", "RELIABILITY", "ACCESS", and "SERVICE" on the left side. In the center, the words "THE COMMON APPLICATION" are displayed in large, bold letters, with "For Undergraduate College Admission" underneath. To the right, there are three columns: "NEWS" with a date "04/13/2011" and a headline "New Members for 2011-12", "APPLY!" with a login form (User Name, Password, Login button) and links for "Never Registered?", "Forgot Login?", and "Go here for instructions", and "FEATURED" with the "Augustana College" logo and the URL "http://www.augustana.edu". The footer contains the "TRUSTe CERTIFIED EMAIL" logo, a list of links: "Help | Site Map | System Requirements | License | Privacy Policy | Terms of Use", and the "VeriSign Secured" logo.

When registering, remember to write the date in the American style, with the month coming first, followed by day and year (mm/dd/yyyy). Leave State/Province blank if you live outside of the United States. When typing your phone number, enter the country code (044 for the UK) at the beginning and use no dashes or spaces.

Registration

Show [instructions](#) for this page.

Personal Information

I am applying as a **student**

NOTE: You will *not* be able to change your selection to this question after registering.

Enter name **exactly** as it appears on official documents. Do not use nicknames.

<input type="text" value="J. William"/> First/Given Name	<input type="text"/> Middle Name (complete)	<input type="text" value="Fulbright"/> Last/Family/Sur Name	<input type="text" value="--Select--"/> Suffix
<input type="radio"/> Female <input checked="" type="radio"/> Male Sex	<input type="text" value="09/22/1948"/> Date of Birth (mm/dd/yyyy)	<input type="text"/> Former Last Name	<input type="text"/> Preferred Name, if not first name
<input type="text" value="188 Kirtling Street"/> Permanent Address	<input type="text" value="London"/> City/Town	<input type="text" value="--Select--"/> State/Province	<input type="text" value="SW8 5BN"/> ZIP/Postal Code
<input type="text" value="United Kingdom"/> Country	<input type="text" value="044 - 2012341234"/> Permanent Home Phone Number Please enter your country code and phone number with no dashes or spaces. If your country code is only 2 digits, please include a 0 at the beginning of the code.		

How did you hear about the Common App Online?

Email Address

Confirm Email Address

NOTE: Please be sure you have provided a valid email address and that you have entered it correctly. If you do not, you won't receive important messages and reminders. In addition, please add "appsupport@commonapp.net" to your email address book on your computer, to help ensure "SPAM" filters don't block our messages to you.

NOTE: We collect your email address so that we can share it with the colleges to which you submitted your application, supplement or a request for more information, so that the colleges can communicate with you directly regarding your application. We don't share your information with third parties for marketing/promotional services.



The colleges to which I am applying may communicate with me by email prior to submission of my application:
 Yes No

By responding 'yes' to this question, you are agreeing to receive email notices from any college or university that appears in your 'My Colleges' list. You can change your response to this question at any time using the "Account" link that appears on every page within your Common App Online account.

I am an applicant planning to enroll in college in 2012.
 Yes No

The Common Application welcomes anyone to create an account with the Common App Online. We ask this question to more accurately track how many of our users are actual college applicants versus individuals who are counselors, parents, or other students wishing to learn more about how the online application system works.

Password

Please enter a User Name and Password in the fields below. For security reasons, your password should be at least 6 characters, include at least 1 number and 1 letter, and must contain only the characters a-z, A-Z, or 0-9. No symbols may be used. Here are some examples of passwords that aren't allowed: 123456, allalphas, 1like, pl@ces, until, my_app.

NOTE: Do not choose a password that is too obvious. Store your password in a safe place where others cannot access it. Never send your login information or personal information in an email (Common App Online will not ask you to do this).

<input type="text" value="Fulbright48"/> User Name	<input type="password"/> Password	<input type="password"/> Confirm Password
--------------------------------------------------------------	---------------------------------------------	-----------------------------------------------------

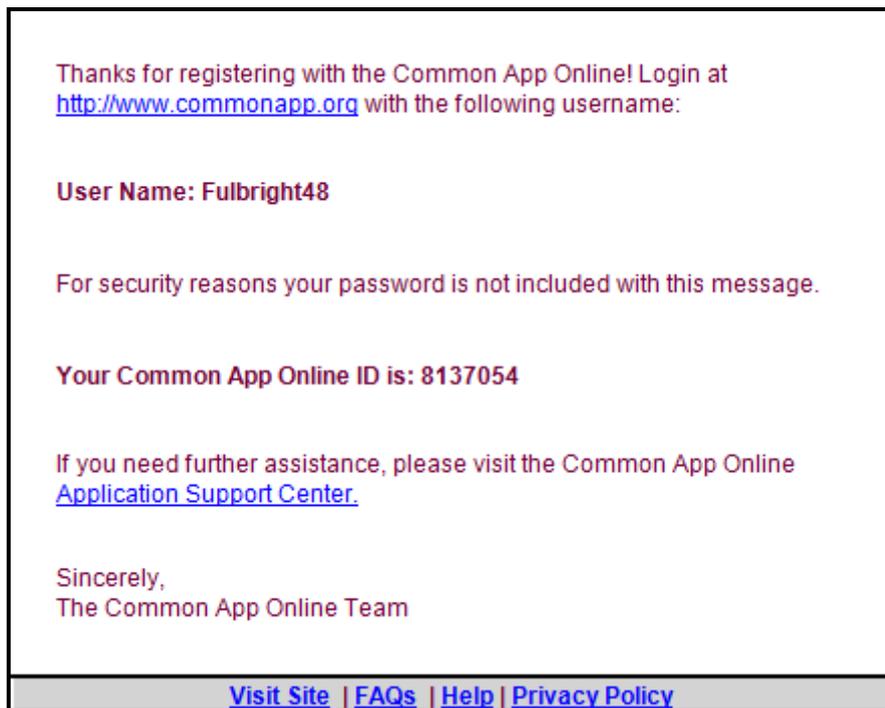
<p>LEGAL INFORMATION</p> <p>This License Agreement For Common Application® Forms ("Agreement") is between you (both the individual accessing or using the Forms and any single legal entity on behalf of which such individual is acting) ("You" or "Your") and The Common Application, Inc. ("Common Application"). The licenses granted under this Agreement are also directed solely to students who want to use the Forms for</p>	<p>PRIVACY POLICY (updated 8/31/2011)</p> <p>NOTICE: The Common Application, Inc. has been awarded TRUSTE's Privacy Seal signifying that this privacy policy and practices have been reviewed by TRUSTE for compliance with TRUSTE's program requirements including transparency, accountability and choice regarding the collection and use of your personal information. TRUSTE's mission, as an independent third party, is</p>
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By checking this box, you represent that (i) you are age 13 or older and (ii) you have read, understood and agreed to the terms and conditions of the above License Agreement and Privacy Policy (unless you are over the age of 13 but under the age of 18, in which case, your parent or legal guardian has also read, understood and agreed to the terms and conditions of the Privacy Policy and Legal Information sections).

Upon registration, you will receive a set of confirmation emails from appsupport@commonapp.net. Please be sure to add this email address to your address book and/or safe list to prevent the messages from being blocked as "spam." **This is especially important for AOL users.**

2. Email Confirmation

After registering, you will be sent a confirmation email, like the one shown below. Make sure to write down your username and password, as you can sign in and out of the Common Application as many times as you like, saving your work each time.



3. Instructions

After logging in, click on Instructions on the left-hand side of the screen. Watch the video demo on the Instructions page (shown below), and read through the Common Application instructions. Also read Fulbright's webpage with [general information and tips on terminology differences](http://www.fulbright.co.uk/study-in-the-usa/undergraduate-study/applying/common-application) (<http://www.fulbright.co.uk/study-in-the-usa/undergraduate-study/applying/common-application>). Familiarise yourself with the Common Application website, and use the tabs on the left-hand side of the screen to move between sections.

The screenshot shows the 'Instructions' page of the Common App Online. The top navigation bar includes 'Help | Account | Logout'. The user profile for 'Alexa Johnson' is visible, identifying her as a 'First Year applicant' with 'Common App ID: 8137054'. A vertical navigation menu on the left lists various sections: 'Instructions' (highlighted), 'My Colleges', 'Search for Colleges', 'Common Application', 'Future Plans', 'Applicant', 'Demographics', 'Family', 'Education', 'Academics', 'Activities', 'Writing', 'Signature', 'Supplements', 'Payments', and 'School Forms'. The main content area is titled 'Instructions' and contains a welcome message, a brief video demo of the full website, and a video player showing a student using a laptop. The video player has a progress bar at 5:35 and a 'CONTACT US' button.

4. My Colleges

Under My Colleges, you will select the colleges to which you will apply. Remember that the words “college” and “university” both refer to places of postsecondary education in American English. If you already know the colleges you wish to attend, type their names into the field (shown below) and click “QuickAdd”.

The screenshot shows the 'My Colleges' page for user Alexa Johnson. On the left is a navigation menu with options: Instructions, My Colleges (highlighted), Search for Colleges, Common Application, Future Plans, Applicant, Demographics, Family, Education, Academics, Activities, Writing, Signature, Supplements, Payments, and School Forms. The main content area is titled 'My Colleges' and includes a 'Show instructions for this page.' link. Below this is a 'Status Legend' with three items: 'Not Started' (red triangle), 'In Progress' (yellow square), and 'Complete' (green triangle). A message states: 'You do not currently have any institutions in your My Colleges list.' There is a 'Search for Colleges' button and a text input field with the placeholder 'Start typing the college name you want to add'. To the right of the input field is a 'QuickAdd' button and a help icon (red circle with a question mark).

Search for Colleges

If you aren't sure which universities you are interested in, use the helpful “Search for Colleges” tool, shown below. In “Simple Search”, you can search by state, area, deadlines and more. You can also see profiles of the colleges if you need additional information. If you want to search by more specific terms, such as housing type, special programs, application requirements or athletics, use the “Advanced Search” tab.

The screenshot shows the 'Search for Colleges' page. At the top right are links for 'Help | Account | Logout'. The user's name 'Alexa Johnson' and 'Common App ID: 8137054' are visible. The page has three tabs: 'Simple Search' (selected), 'Advanced Search', and 'My Saved Searches'. The search form includes: a 'School or City Name' text input; a 'Country' dropdown menu; a 'US State' dropdown menu with a list showing 'Alabama', 'Alaska', and 'Arizona'; a note about selecting multiple states using keyboard shortcuts; 'Distance from ZIP' dropdowns; 'Applicant Type' radio buttons for 'First Year', 'Transfer', and 'No Preference' (selected); 'Term' checkboxes for 'Fall 2012' and 'Spring 2012'; and a 'Deadline on or after' date input field. There are 'Search' and 'Clear' buttons at the bottom of the form.

After searching for colleges, you can use your “Search Results” to investigate the colleges further. Tick the “Select” box and then compare your selections to other schools, use the “Map” function to see where each is located, or add the school to your list (which will appear under My Colleges). Once you add a university, return to the “Search” to add additional universities to which you plan to apply. Keep in mind that only the 450 Common Application member universities are profiled, and there are over 4,000 institutions offering undergraduate degrees in the United States. For more comprehensive university search engines see the [EdUSA website \(http://www.educationusa.info/pages/students/search.php\)](http://www.educationusa.info/pages/students/search.php).

Common App Member Colleges & Universities							
Your search returned 1 Common App members.							
Search Criteria (note only basic criteria are listed): School/City: harvard;							
Simple Search		Advanced Search		My Saved Searches		Search Results	
Select	Name	City	State	Website	Type	Request Info	Date Sent
<input type="checkbox"/>	Harvard College	Cambridge	MA	Link	Coed	Link	
Add		Compare		Map		Save Search	

You are able to choose multiple colleges to which you will apply, which will appear in tabs on the My Colleges page. While there is no limit to the number of universities you can apply to, we recommend you focus on 4 – 6 carefully selected universities including a mix of reach, match and safety/insurance universities. See our section on [Choosing Universities](http://www.fulbright.co.uk/study-in-the-usa/undergraduate-study/choosing-universities) (<http://www.fulbright.co.uk/study-in-the-usa/undergraduate-study/choosing-universities>) for more on types of universities and factors to consider.

The screenshot shows the 'My Colleges' page for user Alexa Johnson. The page includes a navigation menu on the left with options like 'My Colleges', 'Search for Colleges', 'Common Application', 'Future Plans', 'Applicant', 'Demographics', 'Family', 'Education', 'Academics', 'Activities', 'Writing', 'Signature', 'Supplements', 'Payments', and 'School Forms'. The main content area displays a list of colleges: Mills College, University of Pennsylvania, and Whitman College. Below the list is a search bar and a 'QuickAdd' button. The Whitman College section is expanded, showing application status: Application (In Progress), Supplements (Not Started), Payments (Ready For Payment), and School Forms (Not Started). Each section includes instructions on what to do before submitting.

5. Future Plans

Now you are ready to begin the actual application. For each college, you will need to decide whether to apply Early Decision, Restricted Early Action, Early Action, Regular Decision (autumn admissions) or Regular Decision (spring admissions). Some universities will only have a few of these options, or they may have them all.

You can only apply **Early Decision** to one college. If your Early Decision choice accepts you, you are expected to withdraw all other applications to US universities and enrol at that university. While Early Decision is not 'legally' binding, there is an expectation that the applicants are committed to that university. However, colleges will not compel attendance against the student's will and students can be released from an Early Decision agreement if attendance is not financially possible.

Restricted Early Action is a non-binding admission option that places restrictions on where else a student can apply. See the [Common Application's Decision Plan Rules handout](https://www.commonapp.org/commonapp/Docs/DownloadForms/2012/2012DecisionPlanRules.pdf) (<https://www.commonapp.org/commonapp/Docs/DownloadForms/2012/2012DecisionPlanRules.pdf>) for more information. The Restricted Early Action choice would, like Early Decision, be for your first choice university. You are not required to withdraw other applications until you know your financial aid offer.

Early Action (unrestricted) is non-binding as well, but you can apply to several universities as Early Action. All of the Early application options allow you to apply by an earlier deadline and receive admissions decisions (usually in December or January) well before the usual spring decision date. Early Action and Early Decision admissions are also not conditional on strict, predicted A-level results, but your offer could be withdrawn if you do not perform at or near your predictions.

For **Regular Decision** you will apply by the later deadline. At some universities, you may also apply to start university in the spring (January) using **Regular Decision (Spring Admissions)**. This will be an even later deadline.

Please note that each university can set their own application deadlines but generally follow a common pattern:

- Early admission applications: October – November (for entry the next autumn)
- Regular admission applications: January – March (for entry the next autumn)
- Spring admission applications: October – November (for January entry)

After deciding when to send your application, answer the rest of the questions on the Future Plans page. Some universities do take **financial need** into account when making their admissions decision for international students, and we encourage you to be honest so that you are considered for financial aid if you need it to study in the United States. Only tick ‘yes’ if the institution does provide financial aid to international students and you are expecting to apply for it.

You will also select that you intend to be a **full-time student**, since you must be full-time if studying on an F visa.

The **College Housing** question is just to help the university with planning, and you will have a chance to explore housing options more fully upon admission.

For the **Academic Interests** questions, it’s OK to be undecided about your major under the liberal arts philosophy followed in the US system. If you have multiple interests, you can do a double major or complete minors alongside your major, and you can indicate multiple interests on the Common Application.

Fill in the Future Plans form for **each college** in My Colleges. Once saved, proceed to the rest of the application.

The screenshot shows the 'Future Plans' section of the Common Application for Mills College. At the top, a 'Status Legend' indicates: a red triangle for 'Future Plans Not Started', a yellow square for 'Future Plans In Progress', and a green triangle for 'Future Plans Complete'. Below this, the 'My Colleges' section lists 'Mills College', 'University of Pennsylvania', and 'Whitman College'. The 'Mills College' section is expanded, showing a message: 'This institution has chosen not to receive the following information from your Common App: Religious Preference*'. A note below states: '*This institution has opted to suppress this information from the PDF but may still retrieve it via secure data export.' The main form area is titled 'Term and Decision Plan' and includes a 'Clear term' link. It has two tabs: 'Fall 2012' and 'Spring 2012'. Under 'Fall 2012', there are three radio button options: 'Early Action' (Deadline: 11/15/11), 'Regular Decision' (Deadline: 02/01/12), and 'Regular Decision' (Deadline: 11/01/11). The 'Regular Decision' (02/01/12) option is selected. Below this are three questions with radio button or dropdown answers: 'Do you intend to apply for need-based financial aid?' (Yes/No, No selected), 'Do you intend to be a full-time student?' (Yes/No, Yes selected), and 'Do you intend to live in college housing?' (Yes, on-campus dropdown, Yes selected). The next question is 'What is the highest degree you intend to earn?' (Bachelors dropdown). The 'Academic Interests' section has three dropdown menus: 'Interest 1: Education', 'Interest 2: International Relations', and 'Interest 3: ----Select----'. The 'Career Interest' dropdown is set to 'Undecided'. At the bottom are two buttons: 'Save & Check for Errors' and 'Save & Next ►'.

6. Applicant

In this section, you will need to fill out basic information about yourself. Remember to write the date in the American style (mm/dd/yyyy). Leave the field for US Social Security Number blank if you do not have one. Cell means mobile number, and IM stands for Instant Messenger. When entering your mobile or home number, make sure to include a zero at the beginning of the country code if your country code is only two digits (044 for the UK). Once saved, proceed to the Demographics section.

Applicant

◀ Save & Previous Save & Check for Errors Save & Next ▶

Show [instructions](#) for this page.

Personal Data

Enter name **exactly** as it appears on official documents.

J. William • First/Given Name	<input type="text"/> Middle Name (complete)	Fulbright • Last/Family/Sur Name	-- ▾ Suffix
<input type="text"/> Former last name(s) (if any)		<input type="text"/> Preferred Name, if not first name	
09/22/1948 • Date Of Birth (mm/dd/yyyy)	<input checked="" type="radio"/> Male <input type="radio"/> Female • Sex	<input type="text"/> - <input type="text"/> - <input type="text"/> US Social Security Number <i>Required for US Citizens and Permanent Residents applying for financial aid via FAFSA</i>	

Permanent / Home Address

United Kingdom • Country	
<input type="text"/> 188 Kirtling Street • Street Address	
London • City/Town	SW8 5BN Postal Code

Current / Mailing Address

If different from your Permanent Address, check this box:

Telephone And Email

Please enter your telephone country/city code and phone number with no dashes or spaces. If your country code is only 2 digits, please include a 0 at the beginning of the code.

<input checked="" type="radio"/> Home <input type="radio"/> Cell • Preferred Telephone	044 - 1242341234 Home Telephone Number	<input type="text"/> - <input type="text"/> Cell Telephone Number
<input type="text"/> advising@fulbright.co.uk • Email		
<i>We never share email information with third parties. We collect this email address so that we can forward it on to those colleges to which you submit your application.</i>		
<input type="text"/> IM Address	----Select---- ▾ IM Type	

◀ Save & Previous Save & Check for Errors Save & Next ▶

7. Demographics

In this section and the following Family section, you will be asked to provide information about your background. If you hold a US Dual citizenship, select “Dual” and then you will be asked to choose your non-US country of citizenship from a drop down menu. Select “Other” as your citizenship if you do not hold a US or Dual citizenship. This will open up extra fields from which you can choose your

country of citizenship. Leave the field for State/Province blank if you live outside of the United States.

Alexa Johnson
First Year applicant
Common App ID: 8137054

- Instructions
- My Colleges
- Search for Colleges
- Common Application
- Future Plans
- Applicant
- Demographics**
- Family
- Education
- Academics
- Activities
- Writing
- Signature
- Supplements
- Payments
- School Forms

Demographics

◀ Save & Previous
Save & Check for Errors
Save & Next ▶

Demographic Information

● Please select your citizenship status Other

● Please list your citizenships (maximum 3):
United Kingdom
----Select----
----Select----

I do not hold a U.S. non-immigrant Visa ▼

● Currently held Visa Type:
Registration Number
Date Issued (mm/dd/yyyy)

● How many years have you lived in the United States? 0

● How many years have you lived outside the United States? 18

London -- United Kingdom
State/Province of Birth Country of Birth

● Please list all languages in which you are proficient, including English. Use the check boxes to indicate your level of proficiency.

Language	Speak	Read	Write	First Language?	Spoken at Home?
Language 1: English	<input checked="" type="checkbox"/>				
Language 2: French	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language 3: ----Select----	<input type="checkbox"/>				

The following items are **optional**. No information you provide will be used in a discriminatory manner.

----Select----
Religious Preference

----Select----
U.S. Armed Services Veteran Status

8. Family

In this section you will be providing information on your family and their education. As you know, the US admission process is holistic, taking into account a range of factors in addition to your academics. This information will provide some context about your background for the admissions office. Note that “College” means university.

Family

◀ Save & Previous
Save & Check for Errors
Save & Next ▶

Please list both parents below, even if one or more is deceased or no longer has legal responsibilities toward you. Many colleges collect this information for demographic purposes even if you are an adult or an emancipated minor. If you are a minor with a legal guardian (an individual or government entity), then please list that information below as well. If you wish, you may list step-parents and/or other adults with whom you reside, or who otherwise care for you, in the Additional Information section.

Household

● Parents' marital status: (relative to each other)
Divorced
 Divorced date:
 09/1948
 (mm/yyyy)

● With whom do you make your permanent home?
Parent 1

Do you have any children? Yes No

Parent 1

Mother ▼ Is Parent 1 Living?
Type Yes No

Ms. ▼ Mom
Title First/Given Name Middle Initial Fulbright
Last/Family/Sur Name

Cell ▼ 044 - 2012341234 United Kingdom
Phone Type Preferred Phone Number Country of Birth

Parent 1 address is the same as my home address
 a different address
 unknown

mother@email.co.uk ▼
 Preferred Email

We never share email information with third parties. We collect this email address so that we can forward it on to those colleges to which you submit your application.

Teacher or administrator (elementary) <input type="text"/>		Position/Title <input type="text"/>	
Camden Council Name of Employer		<input type="radio"/> Yes <input checked="" type="radio"/> No Employer is a College or University	
0000 CEEB Code look up clear	University of Leed College (if any)	Bachelors (four-year deg) Degree Received	1974 Year Received
<input type="text"/> CEEB Code look up clear	<input type="text"/> Professional/Graduate School (if any)	None Degree Received	-- Year Received

You cannot type directly into the CEEB code field. Click on the question mark and an explanation will appear, shown below.

Parent/Legal Guardian CEEB Code

To find a CEEB code, you should click the "Look Up" link below the CEEB code text box since you are not permitted to type directly into the CEEB code field. If you know the CEEB code, you can type it into the search screen that appears once you click the "Look Up" link. If you cannot locate the CEEB code for the school for which you are looking, after going through two searches you can select 'not found' to populate the CEEB code field. Then you can manually enter in the school name in the following field.

[Close This Window](#)

[Please click here for additional HELP.](#)

Put in the country, city and school name and click search. If no results appear, search again. Once you have searched twice for the school code, an option will come up on the bottom of the screen (shown on the screen below in red text) to indicate the code as not found. Click the link, which will enter 0000 into the field automatically.

The Common Application - Windows Internet Explorer

https://www.commonapp.org/Application/CEEBLookUp.aspx?CAOID=C5C758ED-9538-4BA7-9939-B348698E9EE5&Lo

Colleges Lookup Close

Search

Select the country of the college/university below and enter at least one other search criteria. If known, you can search for the CEEB code and the search will not consider the other criteria. Search results will appear below. Once you locate the college/university in the search results, click on the name to populate your application with the college/university information.

If your country is not listed, leave the Country selected as United States of America, then enter in the School Name in the appropriate field and click on the Search button. From the list of results, click on the Not Found link.

Country:

City:

School Name:

CEEB Code:

Results

Your search criteria returned 0 results. Please try another search.

Didn't find your school? [Click here to indicate Not Found in your application.](#) You will be able to enter your school's information manually.

Done Internet | Protected Mode: On

The form will then allow you to type in the name of the university in the next field. In the “Degree Received” field, choose the highest degree received by the parent. The drop-down menu will include options for Lower School (secondary school), High School (equivalent to the last four years of school before undergraduate study), Some College (university) and College Degree. Therefore, degree does not mean strictly university degree, so choose the highest education received. If your parent did not attend school, select none (this cannot be left blank). Professional/Graduate School (if any) is postgraduate education.

<input type="text" value="0000"/>  CEEB Code look up clear	<input type="text" value="iversity of Leeds"/> College (if any)	<input type="text" value="Bachelors (four-year degr"/> Degree Received	<input type="text" value="1974"/> Year Received
<input type="text"/>  CEEB Code look up clear	<input type="text"/> Professional/Graduate School (if any)	<input type="text" value="None"/> Degree Received	<input type="text" value="--"/> Year Received

In this manner, complete the rest of the section for both parents/ legal guardians. You may also fill out information for siblings (optional).

9. Education

Under Education, you will submit information about your current school or sixth form college.

In selecting school representatives, note that in the application it is a good rule of thumb to choose two teachers and one guidance counsellor per college/university to support your application. Most students use the same three individuals for each university.

The guidance counsellor will submit a school profile and comment on the students’ performance in a broader manner through the School/Final Reports. The two teachers you select will submit a more specific recommendation letter about your academic and extracurricular potential.

We recommend that you use your Head of Careers, Head of Sixth Form or Housemaster/mistress as the counsellor and that two current teachers complete your teacher references. A counsellor may be used as a teacher reference if necessary, but the student will need to enter the individual twice – once for each designation. Make sure to inform them in advance, and make sure that the email address you submit is correct. Login information for the forms will be sent out to them via email (you do not have to send the forms to them yourself), so it is vital that you have the correct information.

As before, for the CEEB code, click “look up” (you cannot type directly into the field) and fill out the information about your current school (remember that in the US the term “school” is synonymous with all types of education, lower school, sixth form and college/university as well). If you can’t find your school, search twice and then a link will come up at the bottom of the page (it will say “Click here if your school cannot be found”). Click the link, which will then enter 0000 into the CEEB code field automatically. Then you will be allowed to enter your school’s information into the remaining fields.

For “Graduation Date”, enter the date you will receive or did receive final results for A-levels, IB, etc.

THE COMMON APPLICATION
for International College Applicants

Preview | Help | Account | Logo

Alexa Johnson
First Year applicant
Common App ID: 8137054

Education

Save & Previous | Save & Check for Errors | Save & Next

Secondary Schools

CEEB/ACT Code [look up](#) | Current or Most Recent Secondary School Attended

Type of School | Date of Entry (mm/yyyy) | Graduation Date (mm/dd/yyyy)

Address | City | State/Province | ZIP/Postal Code

Country

Counselor's Prefix | Counselor's First Name | Counselor's Middle Initial | Counselor's Last Name

Counselor's Title | Counselor's Email

Counselor's Phone and Extension (e.g. 412 555-1212 123) | Counselor's Fax (e.g. 412 555-1212)

If you have attended any other secondary schools since ninth grade, including summer schools or enrichment programs hosted on a secondary school campus, check this box:

For the question asking if you have attended any other secondary schools since ninth grade (ninth grade is equivalent to Year 10 in the UK), tick the box if you are doing A-levels at a different school to where you completed your GCSEs. Then you will list the information for both schools.

They will then ask you to list any community programmes that have helped you with your application. If you used one that is not on the list, select “other”, and then you will be able to type it in. If none, leave these blank.

Under Education Interruption, if applicable, choose the option that best applies to you. If you have not had any interruptions or delays in your education (other than switching to a different school for A-levels) don't tick any of the boxes. Note that GED is a US High School equivalency exam. If you do tick one of the boxes, you will be able to upload a document explaining the delay/interruption.

Keep in mind that the American term “courses” in the last question on the screenshot shown below means classes or modules.

If you have attended any other secondary schools since ninth grade, including summer schools or enrichment programs hosted on a secondary school campus, check this box:

CEEB Code	School Name And Location	Dates Attended (mm/yyyy-mm/yyyy)	
<input type="text"/> look up clear	<input type="text"/> <input type="text"/> (City, State/Province, Zip/Postal Code)	<input type="text"/>	<input type="text"/>
<input type="button" value="Add another school"/>			

Please list any community program/organization that has provided free assistance with your application process. If more than three, please list them in the Additional Information area of the Writing section.

Organization 1:

Organization 2:

Organization 3:

Education Interruption

If your progression through secondary school was or will be delayed or interrupted in any way, please check all that apply.

did not/will not graduate

did/will graduate early

did/will graduate late

did/will change secondary schools

did/will take time off

did/will take gap year

did/will receive GED

Colleges & Universities

If you have taken any courses, including online courses, at a College or University for credit or have attended any enrichment programs hosted on a college campus since 9th grade, check this box:

◀ Save & Previous
Save & Check for Errors
Save & Next ▶

10. Academics

Under Academics, report your best SAT or ACT scores and/or dates you will take the test in the future (even though you are entering the scores into the Common Application, you will still need to send official scores). Graduating Class Size is the number of students in your year group. Please note that you may leave the class rank and GPA questions blank if your school does not provide these, as well as questions about tests not required for most British applicants. TOEFL/IELTS are English language proficiency exams. AP, or Advanced Placement, exams most commonly are offered in US high schools and may not be applicable to you. Note that SAT subject tests are not required by the majority of US universities, but generally are required by the most competitive universities. Check with each individual university regarding what admissions tests they require.

Preview | Help | Account | Logout

Alexa Johnson
First Year applicant
Common App ID: 8137054

- Instructions
- My Colleges
- Search for Colleges
- Common Application
- Future Plans
- Applicant
- Demographics
- Family
- Education
- Academics**
- Activities
- Writing
- Signature
- Supplements
- Payments
- School Forms

Academics

◀ Save & Previous
Save & Check for Errors
Save & Next ▶

The self-reported information in this section is not intended to take the place of your official records. Please note the requirements of each institution to which you are applying and arrange for official transcripts and score reports to be sent from your secondary school and the appropriate testing agencies. Where "Best Scores" are requested, please report the highest individual scores you have earned so far, even if those scores are from different test dates.

Grades

None ?

Class Rank Reporting

100		--	----Select----
Graduating Class Size	Cumulative GPA	GPA Scale	GPA Weighting

ACT Tests

Exam Dates Past and Future: Please report the dates for up to three tests you have taken or will be taking.

Date One (mm/yyyy)	Date Two (mm/yyyy)	Date Three (mm/yyyy)

Best Scores: Please report the highest individual scores you have earned so far, even if those scores are from different test dates. ?

Test	Composite	English	Math	Reading	Science	Writing
Score	--	--	--	--	--	--
Date Taken (mm/yyyy)						

SAT Reasoning Tests

Exam Dates Past and Future: Please report the dates for up to three tests you have taken or will be taking.

(mm/yyyy)

SAT Reasoning Tests

Exam Dates Past and Future: Please report the dates for up to three tests you have taken or will be taking.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Date One (mm/yyyy)	Date Two (mm/yyyy)	Date Three (mm/yyyy)

Best Scores: Please report the highest individual scores you have earned so far, even if those scores are from different test dates.

Test	Critical Reading	Math	Writing
Score	-- ▾	-- ▾	-- ▾
Date Taken (mm/yyyy)	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOEFL/IELTS

Exam Dates Past and Future: Please report the dates for up to three tests you have taken or will be taking.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Date One (mm/yyyy)	Date Two (mm/yyyy)	Date Three (mm/yyyy)

Best Scores:

---Select--- ▾	<input type="text"/>	<input type="text"/>
Test	Score	Date Taken (mm/yyyy)

AP/IB/SAT Subject Tests

Please list only the best SAT Subject, AP, and IB exam scores taken to date, focusing on the most recent tests taken. For example, if you've taken SAT American History twice, list only the sitting with the highest score. After reporting your best scores per test to date, you may list exams you plan to take in the future and leave the score blank.

Date (mm/yyyy)	Test	Subject	Score
<input type="text"/>	---Select--- ▾	<input type="text"/>	<input type="text"/>

Add test

For Current Year Courses (qualifications and subjects), list your subjects for A-levels, Higher /Advanced Higher, BTEC, Pre-U, IB or the equivalent (for example: A-level French). If your subjects will be the same for all three terms (all year), put the same list in each trimester column. Under Honors, submit information about any academic honors you have received. When filling out this section, please note that Grade Level 9, 10, 11 and 12 will correspond to British Year 10, 11, 12 and 13 (GCSEs and A-levels).

Current Year Courses

****YOUR RESPONSE MAY BE CUT OFF. LEARN MORE.****

Please indicate title, level (AP, IB, advanced, 100-level, 200-level, etc.) and credit value of all courses you are taking this year (e.g. Honors English .5 credits, English 101 3 credits). Indicate quarter classes taken in the same semester on the appropriate semester line. If you have already graduated from secondary school and are not currently enrolled in college, please list the classes you took when last enrolled.

Full Year/ First Semester/ First Trimester	Second Semester/ Trimester	Third Trimester
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Course

Honors

****YOUR RESPONSE MAY BE CUT OFF. LEARN MORE.****

Briefly list any academic distinctions or honors you have received since the ninth grade or international equivalent (e.g. National Merit, Cum Laude Society).

Honor	Grade Level or post-graduate (PG)					Highest Level of Recognition			
	9	10	11	12	PG	School	State/ Regional	National	Inter- National
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Honor

Please also make sure that you preview your application, as some text may not “fit” when it is converted to the PDF version the universities will print. Read the pop-up box about text being cut off, shown below.

Some text may be cut off when your application is printed.

Not all answers that 'fit' on the online application will 'fit' on the PDF of the Common App. While the answers you provide on the online application are at or below the character limit for a given field, it is possible that those answers may be cut off when the PDF of your Common App is generated. There is often very limited space on the PDF of the Common App. In these cases every attempt has been made to fit the maximum amount of text but still preserve the readability of the information.

It is critical that you preview your Common App and check for truncated information. If you preview the Common App and find some of your text is missing, you should attempt to shorten your response to fit within the available space. If necessary, you can add more information in the Additional Information section of the Common App. Colleges that use the Common App are aware that there is limited space on the PDF.

11. Activities

Under Activities, report any extracurricular activities you have completed in school or in your community. A few examples: school clubs or activities, school leadership roles (Head Boy/Girl), sports you participate in at school or recreationally, arts lessons or performances, voluntary service, work experience and internships. In the drop down menu from which you choose your activity, JV/Varsity means that it was a High School level team (equivalent to the last four years of British education) vs. a professional or recreational team. If you can't find your activity, choose “other” and then you will be able to type it in yourself. Again, remember to preview your answers as some text may be cut off in the print version universities will see. Also note that on the application, Grade Level 9, 10, 11, and 12 correspond to British Years 10, 11, 12 and 13 (GCSE years and Sixth Form).

Activities

◀ Save & Previous
Save & Check for Errors
Save & Next ▶

Extracurricular Activities And Work Experience

Please list your **principal** extracurricular, volunteer, and work activities **in their order of importance to you**. Feel free to group your activities and paid work experience separately if you prefer. Use the space available to provide details of your activities and accomplishments (specific events, varsity letter, musical instrument, employer, etc.). **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a résumé.** You can use the Add activity button to list up to 10 activities; if you need more space, please use the Additional Information area of the Writing section.

****YOUR RESPONSE MAY BE CUT OFF. LEARN MORE.****

<input type="text" value="- JV/Varsity Cricket"/>	<input type="text" value="Activity"/>
Participant Position Held, Honors Won, Letters Earned, or Employer	
<input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> PG	Hrs/wk <input type="text" value="4"/> Wks/yr <input type="text" value="40"/>
<input checked="" type="checkbox"/> School year <input checked="" type="checkbox"/> Summer / School Break	
<input checked="" type="checkbox"/> I intend to participate while in college	
Most Improved Player - Year 11	
<input type="text" value="Details and Accomplishments"/>	
<input type="button" value="Add activity"/>	

◀ Save & Previous
Save & Check for Errors
Save & Next ▶

In choosing to add more activities to your applications (you can include up to 10 activities), you may wish to re-order them at the end in order of importance. You can do so using the Up and Down buttons in the top right corner of the activity box.

Activities

◀ Save & Previous
Save & Check for Errors
Save & Next ▶

Extracurricular Activities And Work Experience

Please list your **principal** extracurricular, volunteer, and work activities **in their order of importance to you**. Feel free to group your activities and paid work experience separately if you prefer. Use the space available to provide details of your activities and accomplishments (specific events, varsity letter, musical instrument, employer, etc.). **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a résumé.** You can use the Add activity button to list up to 10 activities; if you need more space, please use the Additional Information area of the Writing section.

YOUR RESPONSE MAY BE CUT OFF. LEARN MORE.

- JV/Varsity Cricket
Move this activity: Down ▼

● **Activity**

Participant
Position Held, Honors Won, Letters Earned, or Employer

9
 10
 11
 12
 PG

Hrs/wk Wks/yr

● **Grade Level or post-graduate (PG)**

School year
 Summer / School Break

I intend to participate while in college

● **When did you participate in the activity?**

Most Improved Player - Year 11

● **Details and Accomplishments**

Community Service (Volunte
Move this activity: Up ▲

● **Activity**

Volunteer
Position Held, Honors Won, Letters Earned, or Employer

9
 10
 11
 12
 PG

Hrs/wk Wks/yr

● **Grade Level or post-graduate (PG)**

School year
 Summer / School Break

I intend to participate while in college

● **When did you participate in the activity?**

|

● **Details and Accomplishments**

12. Writing

In this section, you will have a short answer about an extracurricular activity or work experience and personal essay to complete. Both will go to all of the universities you apply for through the Common Application. Be strategic about which activity you choose to highlight, based on the selection criteria for the university.

Keep in mind that approximately two-thirds of Common Application member universities will also want you to complete essay supplements to the Common Application, some of which will include additional essay topics. The supplements will be unique for each individual university.

You may wish to check the Supplement section for each college you're applying to, and consider all of the essays and the short answer together to ensure that you are not repeating yourself and that they are complementary to each other.

Another strategy is to choose the activity you've been involved with the longest, taken leadership roles in, that means the most to you personally or to your career plans, etc. Remember to preview your work when you finish to ensure that your answers will not be cut off.

Alexa Johnson
First Year applicant
Common App ID: 8137054

Writing

◀ Save & Previous Save & Check for Errors Save & Next ▶

Short Answer

• Please briefly elaborate on one of your extracurricular activities or work experiences in the space below (1000 character maximum).

****YOUR RESPONSE MAY BE CUT OFF. LEARN MORE.****

Personal Essay

Please write an essay (250-500 words) on a topic of your choice or on one of the options listed below. This personal essay helps us to become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

Note: Your Common Application essay should be the same for all colleges. Do not customize it in any way for individual colleges. Colleges that want customized essay responses will ask for them on a supplement form.

• Please indicate your topic by checking the appropriate button below.

- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- Discuss some issue of personal, local, national, or international concern and its importance to you.
- Indicate a person who has had a significant influence on you, and describe that influence.
- Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.

Note that for the personal essay, this will be seen by all colleges you apply for (as explained above). Do not make your personal essay specific to one college as you will be able to do that in the supplements. See Fulbright's [website with sample essays and essay writing tips](http://www.fulbright.co.uk/study-in-the-usa/undergraduate-study/applying/essays) (<http://www.fulbright.co.uk/study-in-the-usa/undergraduate-study/applying/essays>).

For “Additional Information”, this is where you can upload a document that explains any discrepancies or negative circumstances that may have affected your marks or extracurricular involvement.

Personal Essay

Please write an essay (250-500 words) on a topic of your choice or on one of the options listed below. This personal essay helps us to become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

Note: Your Common Application essay should be the same for all colleges. Do not customize it in any way for individual colleges. Colleges that want customized essay responses will ask for them on a supplement form.

• Please indicate your topic by checking the appropriate button below.

- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- Discuss some issue of personal, local, national, or international concern and its importance to you.
- Indicate a person who has had a significant influence on you, and describe that influence.
- Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
- Topic of your choice.

• Upload your personal essay below:

To upload a document in response to this question, please click the 'Upload Document' button. If your upload is successful, you will see a 'View Document' button and a 'Delete Document' button appear.

Additional Information

Please upload a document here if you wish to provide details of circumstances or qualifications not reflected in the application.

To upload a document in response to this question, please click the 'Upload Document' button. If your upload is successful, you will see a 'View Document' button and a 'Delete Document' button appear.

13. Supplements

Check to see if the universities you are applying to require supplements, additional information or essays that you will need to submit along with the Common Application form. Some will let you submit the supplements online or by email, and others may ask that you mail your materials to the university. Supplements will differ from university to university.

Supplements

Show [instructions](#) for this page.

Status Legend: ▼ Supplement Not Started
■ Supplement In Progress
▲ Supplement Complete

My Colleges

■ Mills College	■ University of Pennsylvania	■ Whitman College
-----------------------------------------------------	------------------------------------------------------------------	-------------------------------------------------------

University of Pennsylvania

ED Agreement: Since you indicated that you plan to apply to this institution via the binding Early Decision plan, you must complete and submit the online ED Agreement prior to submitting the Common App Online to this institution.

Fall 2012 ED **Supplement Not Submitted** **Deadline:** 11/01/2011

University of Pennsylvania Supplement:
University of Pennsylvania allows this supplement to be submitted Online.

Supplement Instructions [supplement](#).

When filling out your details, you may leave the Social Security Number blank if you do not have one, as well as State/Province if you live outside of the United States. Here is an example supplement for the University of Pennsylvania:

University of Pennsylvania

Supplement to the Common Application

ADMISSIONS STATUS AND PERSONAL INFORMATION

• Please indicate your admissions status by checking one of the boxes below.

Early Decision Freshman: Submit on or before November 1

• Have you previously applied to Penn for a bachelor's degree?

Yes
 No

If yes, for entry in which academic year?

• Applicant Name:

Fulbright
Last/Family/Surname

J. William
First/Given Name

M.I.

• Date of Birth:

09/22/1948
mm/dd/yyyy

• Home Street Address:

188 Kirtling Street
Line 1

Line 2

London
City

State/Territory

SW8 5BN
Zip/Postal Code

United Kingdom
Country

Essays

• **Required for all applicants: Considering both the specific undergraduate school to which you are applying and the unique aspects of the University of Pennsylvania, what do you hope to learn from and contribute to the Penn community? (Please answer in one page, approximately 500 words.)**

To upload a document in response to this question, please click the 'upload' button below. If your upload is successful, you will see a 'view document' button and a 'delete' button appear next to the question.

• **Optional short essay (approximately 150 words): introduce yourself to Penn. Our aim is to better understand how your identity, talents, and background guide your day-to-day experiences.**

To upload a document in response to this question, please click the 'upload' button below. If your upload is successful, you will see a 'view document' button and a 'delete' button appear next to the question.

14. School Forms

This section will be where you give information about your two teachers and guidance counsellor (see above information in step #9 for an explanation of differences between teachers and counsellors) who will recommend you and provide your school forms to the universities to which you are applying. After authorising your schools to release your academic information, we recommend that you waive your right to access in the Privacy Notice to maintain credibility of the letter in the eyes of the university. Then sign and date the form.

Release Authorization

• I authorize all schools that I have attended to release all requested records covered under the Family Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

• **IMPORTANT PRIVACY NOTICE:** Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

- The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
- You waive your right to access below, regardless of the institution to which it is sent:
 - Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
 - No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

By signing this form, I certify that I understand the above agreements. I understand that, upon invitation of a school official, my release may not be altered in any way.

• •

After clicking "Save", you will be taken to the page shown below. Click "Invite Official".



THE COMMON APPLICATION
BY INDEPENDENT COLLEGE COOPERATION

Help | Account | Logout

Alexa Johnson
First Year applicant
Common App ID: 8137054

- Instructions
- My Colleges
- Search for Colleges
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School Forms

Show [instructions](#) for this page.

Status Legend:

- ▼ School Forms Not Started
- School Forms In Progress
- ▲ School Forms Assignments Complete

My Colleges

■ Mills College	■ University of Pennsylvania	■ Whitman College
-----------------------------------------------------	------------------------------------------------------------------	-------------------------------------------------------

Release Authorization

I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

Recommenders

Please report the names of the school officials who will be completing your School Report and Teacher Evaluation forms. If they have an email address, they will receive an email inviting them to send your recommendations online or via mail, whichever they prefer. You may start the process by clicking on the Invite button below. **Note:** Upon inviting a school official you will no longer be able to alter your release authorization above. Inviting your school officials is a required step before you will be able to submit your application.

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Remember, most students use the same three individuals for each university.

The guidance counsellor will submit a school profile and comment on the students' performance in a broader manner through the School/Final Reports. Teachers will submit a more specific recommendation letter about your academic and extracurricular potential.

We recommend that you use your Head of Careers, Head of Sixth Form or Housemaster/mistress as the counsellor and that two current teachers complete your references. A counsellor may be used as a teacher reference if necessary, but the student will need to enter the individual twice – once for each designation. Make sure to inform them ahead of time that you will be asking them to write a reference, and make sure that their email is correct. Login information for the forms will be sent out to them via email (you do not have to send the forms to them), so it is vital that you have the correct information.

Again, we suggest you tick the box to release authorisation to maintain credibility of the letter in the eyes of the university.

Click "Send Invitation".

THE COMMON APPLICATION
For Undergraduate College Admission

Help | Account | Logout

Alexa Johnson
First Year applicant
Common App ID: 8137054

School Official Details

You must enter one Counselor (who will complete the School Report and other forms for you) and at least one Teacher (who will complete the Teacher Evaluation for you.) You may enter an unlimited number of teachers and assign them to any colleges you'd like, but only one Counselor may be invited. Fields with a yellow dot are required and must be filled in prior to submission of this form. To ensure your information is saved, please click the "Save" button at the bottom of the page. After saving, those school officials with email addresses will receive an email inviting them to send your recommendations online or via mail, whichever they prefer. If any of your school officials choose to mail their forms, you will need to return to this website to print paper forms for them to mail.

Please be sure to ask your teachers if they'd be willing to recommend you before listing them here.

Personal Data

● School Official Type: Counselor Teacher

Ms.
● Title ● First Name ● Last Name

Email

TRUSTE
CERTIFIED EMAIL

We never share email information with third parties. We collect this email address to contact this official on your behalf and so that we can forward it on to those colleges to which you submit your application.

● I understand that, upon inviting a School Official, I will no longer be able to alter my Family Education Rights and Privacy Act (FERPA) release authorization.

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After inviting the counsellor, you will be required to select the two teachers who will write letters of recommendation for you.

Recommenders

[Lauren Welch](#) | Counselor Invited: 9/14/2011 [Delete](#) | [Resend](#)

Mills College

Lauren Welch | Counselor

School Report

International Report

Optional Report

MidYear Report

Final Report

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution requires 2 and will accept up to a total of 4 teacher evaluations. If you wish to have additional recommendations submitted, click the 'Add Recommendation' button and select additional teachers.

- **Required: You must select 2 more teacher(s) below.**

Teacher | Select the first teacher.
No teacher added.

Teacher | Select the second teacher.
No teacher added.

To add teachers, click “Invite Official” again, select “Teacher”, and then fill out their details. You can then select the teacher from the drop down menu on the page shown below.

School Official Details

You must enter one Counselor (who will complete the School Report and other forms for you) and at least one Teacher (who will complete the Teacher Evaluation for you.) You may enter an unlimited number of teachers and assign them to any colleges you'd like, but only one Counselor may be invited. Fields with a yellow dot are required and must be filled in prior to submission of this form. To ensure your information is saved, please click the 'Save' button at the bottom of the page. After saving, those school officials with email addresses will receive an email inviting them to send your recommendations online or via mail, whichever they prefer. If any of your school officials choose to mail their forms, you will need to return to this website to print paper forms for them to mail.

Please be sure to ask your teachers if they'd be willing to recommend you before listing them here.

Personal Data

• **School Official Type:** Counselor Teacher

<input type="text" value="Ms."/>	<input type="text" value="Jamie"/>	<input type="text" value="Dunn"/>
• Title	• First Name	• Last Name

Email


We never share email information with third parties. We collect this email address to contact this official on your behalf and so that we can forward it on to those colleges to which you submit your application.

Teachers Only

• **Subject Area:**

Mills College

Lauren Welch | Counselor

School Report

International Report

Optional Report

MidYear Report

Final Report

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution requires 2 and will accept up to a total of 4 teacher evaluations. If you wish to have additional recommendations submitted, click the 'Add Recommendation' button and select additional teachers.

● **Required: You must select 2 more teacher(s) below.**

Teacher | Select the first teacher.

Jamie Dunn ▼

Teacher | Select the second teacher.

--Select-- ▼

Add Recommendation

Save

Do this again for the second teacher. After you have completed this, go back to My Colleges.

15. My Colleges

Fortunately with the Common Application, you won't have to re-type your biographical information for each application; these fields should auto-fill for you. You will have to choose which deadlines you will apply by for each university (Early Admission, Regular Decision, etc.), fill out the supplements and send the school forms again. Double-check each application to make sure you aren't missing any steps.

THE COMMON APPLICATION
For Undergraduate College Admissions

Help | Account | Logout

Alexa Johnson
First Year applicant
Common App ID: 8137054

My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started
■ In Progress
▲ Complete

My Colleges

■ Mills College ■ University of Pennsylvania ■ Whitman College

Search for Colleges

Start typing the college name you want to add QuickAdd ?

University Of Pennsylvania

Remove this College Deadline: 11/01/2011

■ **Application** In Progress

Before submitting the **CommonApp** to this institution you must:
Assign your [School Forms](#) recommenders to this institution
Submit your [Payments](#) to this institution
Submit your [Supplements](#) to this institution

▼ **Supplements** Not Started

■ **Payments** Ready For Payment

■ **School Forms** In Progress

Before assigning your **School Forms** recommenders to this institution you must:
Invite your [School Forms](#) recommenders

Please use the School Forms link to the left to check status information

View College Details

16. Signature

In the signature section, you will be prompted if there are any parts of the application you forgot to fill in or filled in incorrectly.

17. Payments

After you have completed the application, go to the Payments section to pay the application fees. You can pay each university application online. If the application cost is prohibitive, you may contact the individual university admissions office for information on how to request a fee waiver and if you qualify. The Common Application also links to the following fee waiver sites from their “Other Resources” tab on the home page: <http://sat.collegeboard.org/register/sat-fee-waivers> and <http://www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx>.

THE COMMON APPLICATION
The Undergraduate College Admissions

[Help](#) | [Account](#) | [Logout](#)

Alexa Johnson
First Year applicant
Common App ID: **8137054**

Payments

[Show instructions for this page.](#)

Click on an institution name below to view the application fee and available payment options.

Status Legend: ▼ Not Ready For Payment
■ Ready For Payment
▲ Payment Indicated or Paid

My Colleges

▼	Mills College	■	University of Pennsylvania	■	Whitman College
---	---------------	---	----------------------------	---	-----------------

Mills College

Fall 2012	RD	Payment Not Submitted	Deadline: 02/01/2012
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Application Fee: \$50 First-Year International Fee

Payment types accepted by this college:

- Online Credit Card / eCheck
- NACAC Fee Waiver Request
- College Board Fee Waiver Request
- Other Fee Waiver Request

Before submitting your **Payment** to this institution you must:
Submit the [CommonApp](#) to this institution
Or
Submit your [Supplement](#) to this institution

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