



THE COMMON APPLICATION

Many colleges accept the Common Application, and some schools only accept the Common Application. Using this shared application will help you to save time in the application process. To get started, you will need to set up an account on the website.

www.commonapp.org

Create an account and make note of your username and password

- You will need this information to match your Common App account with your Naviance Family Connection account for school document transmission.

Complete all REQUIRED sections of the Common Application

- Failure to complete required sections will interfere with your ability to complete next steps, such as assigning recommenders or completing the FERPA waiver.

IMPORTANT NOTE

- *There is no need to print out any of the school forms. Your counselor and teachers have access to all Common App forms through their own Naviance accounts.*

Completing the Common App FERPA Waiver

- Applicants will submit the FERPA decision within the Common App account.
- The FERPA question is found within the '**Assign Recommenders**' tab of your application. There is a 'release authorization' link to click on to make your FERPA decision. Note: you must complete the Education section of your application before you will be given access to this waiver.

We strongly recommend that you waive your right to access:

- Waiving your right to access your recommendations communicates that you have no concerns with what might be written about you.
- Opting to not waive your rights would give you the option to view your recommendations only after you are admitted to a college, and only if the college saves the documents.

- No student will be given access to view teacher or counselor recommendations before submission to the college.

Match your Common App account to your Naviance account

- Log into your Naviance Family Connection Account and go to **Colleges Tab > “Colleges I’m Applying to”**
- The Common App Account Matching screen is displayed at the top of the page.
- A student is eligible to complete the Common App Account Matching process only if they have created a Common App account and signed the Common App FERPA Release Authorization on Common App

Common Application Resources:

www.usnews.com/education/best-colleges/articles/common-app

www.commonapp.org/counselors-and-recommenders/common-app-ready

www.affordablecollegesonline.org/college-resource-center/understanding-common-application/

