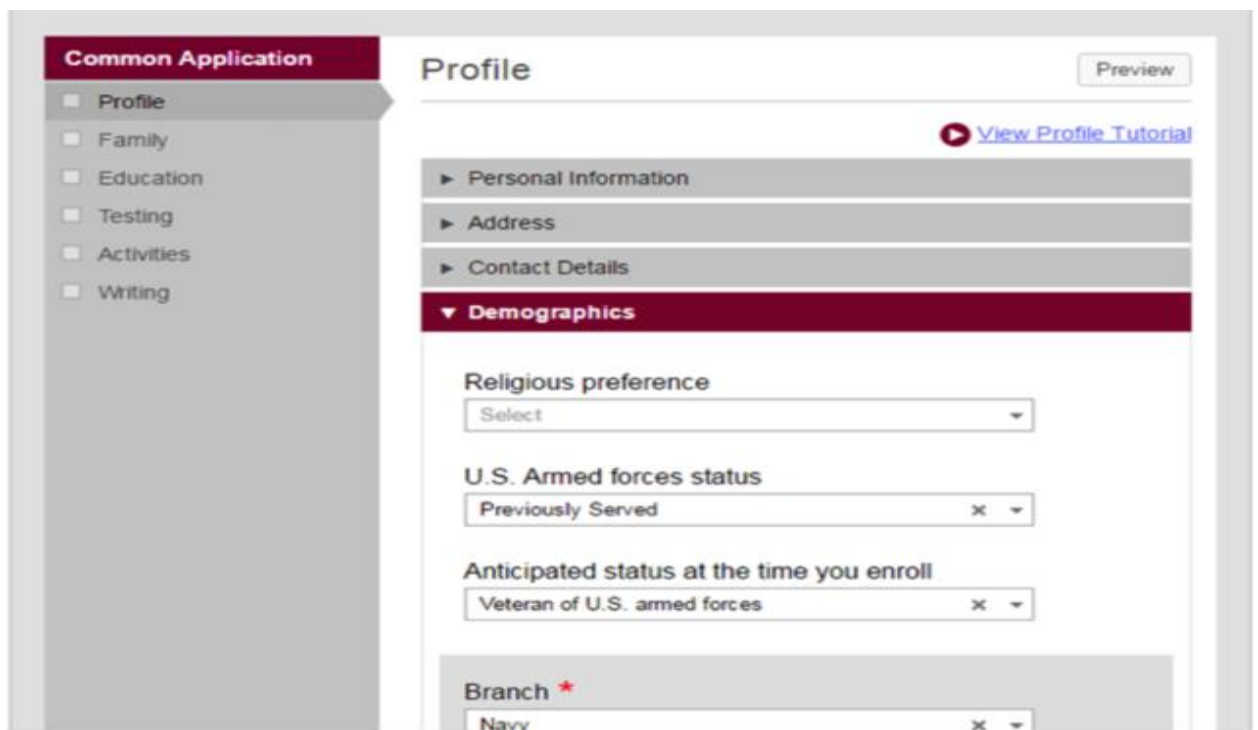


How Do I Apply?

Guide for students applying through Common Application

To insure that student's Common Application documents are processed in a timely manner, follow the guide below to access and complete the Common Application Registration Process, which is **REQUIRED** when applying to Common Application colleges. Visit www.commonapp.org

1. On the Common Application website, under login, locate and click **create** account and follow the steps. You will need access to your email to verify your account.
 - Add Common Application Colleges you are applying to. On your dashboard you should see all the schools you have chosen listed along with a summary of what is required.
 - Common Application colleges can be added any time after completing the Common Application registration process.
 - Fill out the 6 sections of the application, making sure to fully read each question and answer appropriately.



The screenshot shows the 'Profile' page of the Common Application website. On the left is a navigation menu with options: Profile, Family, Education, Testing, Activities, and Writing. The 'Profile' section is active. The main content area is titled 'Profile' and includes a 'Preview' button and a 'View Profile Tutorial' link. Below these are expandable sections: Personal Information, Address, Contact Details, and Demographics. The Demographics section is expanded, showing three dropdown menus: 'Religious preference' (set to 'Select'), 'U.S. Armed forces status' (set to 'Previously Served'), and 'Anticipated status at the time you enroll' (set to 'Veteran of U.S. armed forces'). At the bottom, there is a 'Branch' dropdown menu (marked with a red asterisk) set to 'Navy'.

- Under the **My Colleges** tab, you again will have your chosen schools listed. For each school there will also be questions that must be answered specifically for that school. These questions include your intended major, housing plans, affiliations with the school, etc.

- Before submitting to each college you must sign a FERPA release waiver. You will find this under the **My Colleges** tab. Read the information presented, check the appropriate boxes and sign.

Common App FERPA

The screenshot displays the Common App FERPA interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, and College Search. The 'My Colleges' tab is active, showing a list of colleges. The first college, Ohio Wesleyan University, is expanded, and the 'Recommenders and FERPA' option is highlighted with a red box. Below this, the page is divided into several sections: 'Contact Info' with phone and fax numbers, an email address, and a link to the college website; 'Application Deadlines' for Fall 2014 and Spring 2014, listing various decision dates; and 'Required' information, including application fees and a first-year test policy.

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- **DO NOT ASSIGN PV RECOMMENDERS THROUGH COMMON APP. THIS WILL BE DONE THROUGH NAVIANCE.** If you have recommenders **OTHER THAN PV STAFF**, you may assign them here.
- In this section you may also assign advisors such as school counselors or outside consultants. Advisors are granted read only access to your application to help direct you and to view your progress.
- Review your application, pay the required fee (not all colleges have a fee). The option for a common application fee waiver is only applicable to students who qualify for free & reduced lunch. **Other school specific fee waiver options (given directly from colleges through visits, priority apps, etc.) will be listed under the School Specific Questions you answered earlier.**

University of Chicago	+
University of Virginia	+
Washington University in St. Louis	-
Application	
(2 of 3 Completed)	
<input checked="" type="checkbox"/>	Questions
<input checked="" type="checkbox"/>	Recommenders and FERPA
<input type="checkbox"/>	Review and Submit - Common App
Yale University	+

Application Review and Submission

You are ready to Review your application to Washington University in St. Louis! Clicking Review and Submit will walk you through the three steps outlined below. If you want to Review your application without submitting, you can do so. Simply click Review and Submit to generate the PDF, and then close the box or click "Back." Either action will return you to this page.

- Final review of your application*
- Application fee payment (if not waived)
- Signature

The submission process will not be complete until your signature has been submitted.

Please be sure to complete all steps of the submission process.

* Note this college has chosen to not include certain Common Application answers in the PDF they receive for your application. As a result, the following answers will not be displayed in your PDF: SSN, Religious Preference.

Review and Submit

- Return to Naviance: Under ***Colleges I'm Applying To*** indicate HOW you've applied to the college; Common app or directly to institution and check off that you have submitted your application. If this is the first time applying to a school using the Common Application, you must link your Naviance Account to your Common App. In order for the accounts to match successfully, you must:
 - Enter the email address that you used to create your Common App account in the box provided.
 - Make sure the name and birthday on your Naviance Student account exactly matches the information provided for Common Application account. Note: The name you use to apply to college should match what is written on your Social Security card.
- Fill out a PVHS Transcript Release form for **EACH** college you're applying to and return to your counselor.

Guide for students applying through college websites

If you are applying to a college that does not accept common application, follow the steps below.

- Visit specific college website: ie: www.montclair.edu
- Create an account and follow the directions provided to complete the application. Submit the application and required fees. Check for any supplemental material that was not part of the application.
- Return to Naviance: Under ***Colleges I'm Applying To*** indicate HOW you've applied to the college; Common app or directly to institution and check off that you have submitted your application.

- Fill out a PVHS Transcript Release form for **EACH** college you're applying to and return to your counselor.

****FINAL REMINDER FOR ALL SENIORS- BE MINDFUL OF DEADLINES. GIVE YOUR COUNSELORS AND TEACHERS ADEQUATE TIME TO WRITE A THOROUGH RECOMMENDATION. TRANSCRIPT RELEASE FORMS MUST BE SUBMITTED AT LEAST 2 WEEKS IN ADVANCE OF THE APPLICATION DEADLINE.**