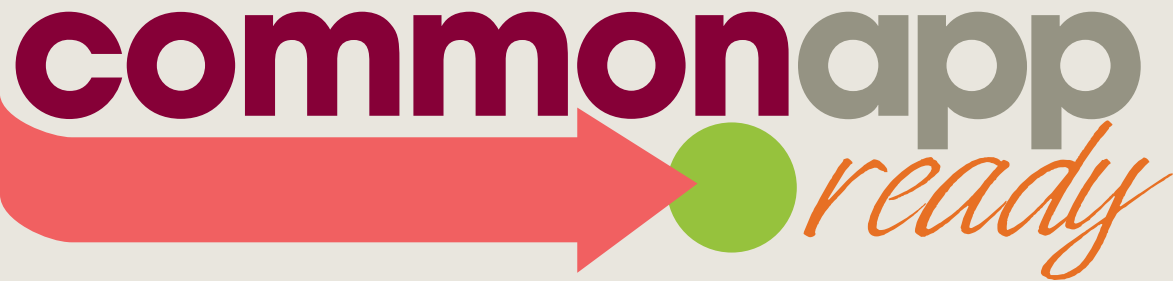


commonapp
 *ready*



APPLICATION AND PAYMENT SUBMISSION

Presenter notes



LEARN



EXPLORE



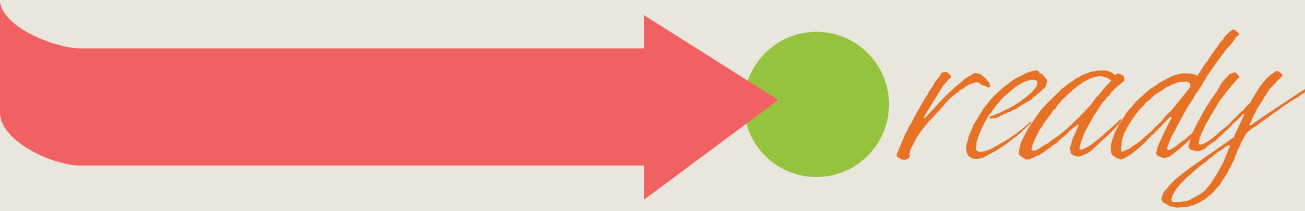
GROW



FOCUS



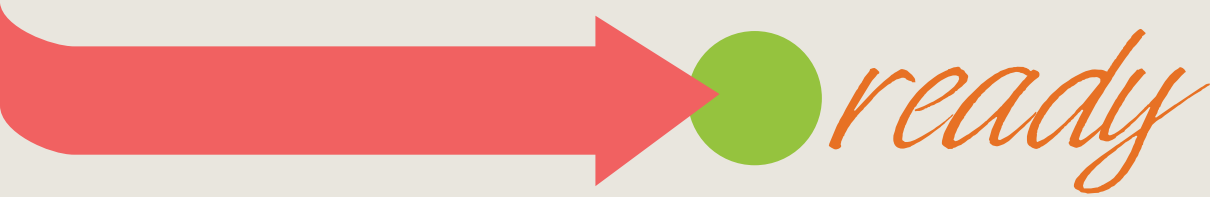
APPLY



ready

What is Common App Ready?

- A comprehensive training resource
- Ready-to-present slide decks
 - Introduction to the Common Application
 - Getting Started
 - Searching and Adding Colleges
 - Explanations of the following sections: Profile, Family, Education, Testing, Activities, Writing
 - Payment and Submission



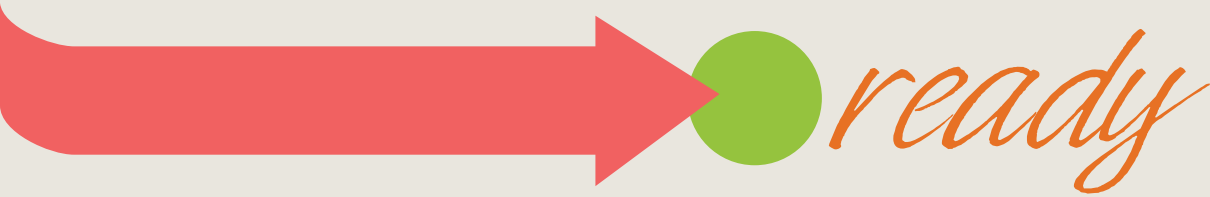
How to use Common App Ready

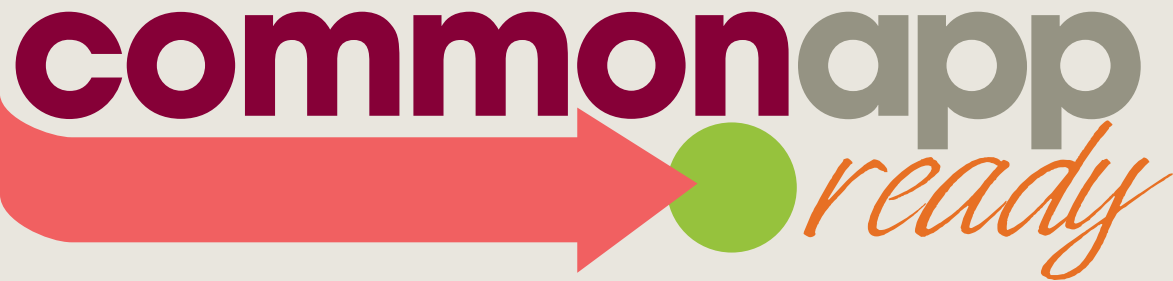
- Schedule a workshop for your students, parents, colleagues, or anyone else who would benefit from learning about the Common Application
- Organize your workshop(s) around your needs by presenting the slides all at once or in multiple sessions
- Use the accompanying guide (also recorded in the footer notes of each slide) as your script
- Direct participants to our training videos for more information: appsupport.commonapp.org



Now YOU are Common App Ready

Please begin your presentation
with the next slide.





APPLICATION AND PAYMENT SUBMISSION

Sign in to your account

THE COMMON APPLICATION

Parents | Counselors & Recommenders | Member Institutions | LOG IN

Plan Ahead | Explore Colleges | How To Apply | **Apply Now**

Your journey to college starts here.
We're here to help with college planning, applications, and beyond.

[Learn More](#)

**More than 600 colleges.
Only one application.**

Learn. Explore. Grow. Focus. Apply.
Log in below, or create an account to get started.

Sign In to My Application
Don't have an account? [Create an Account](#)

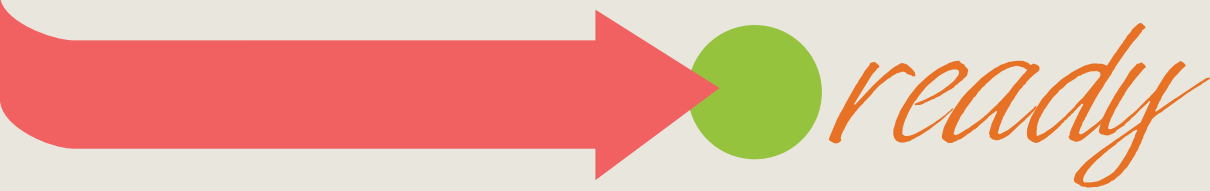
Email

Password

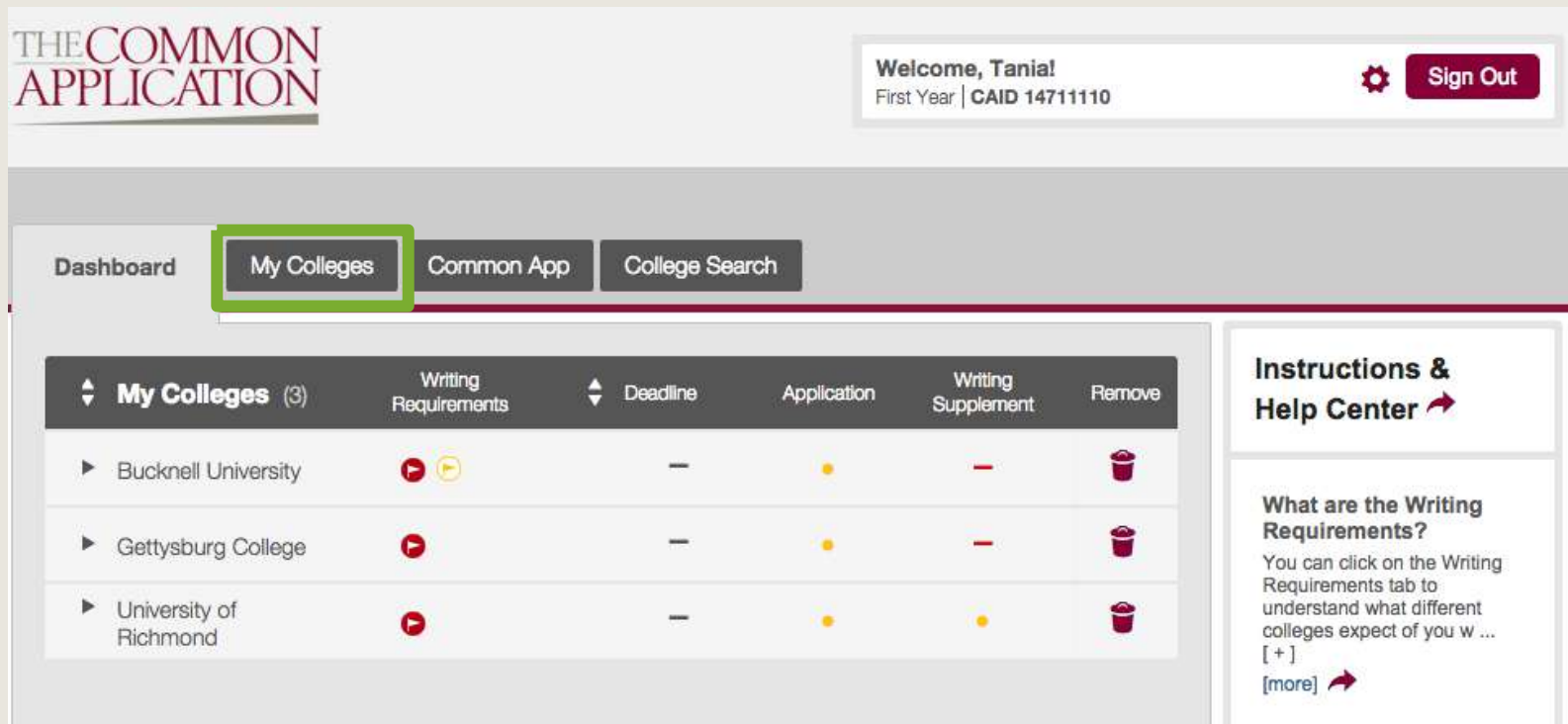
[Need Help? | Forgot password?](#)

Sign In

Pro-tip: Bookmark
apply.commonapp.org

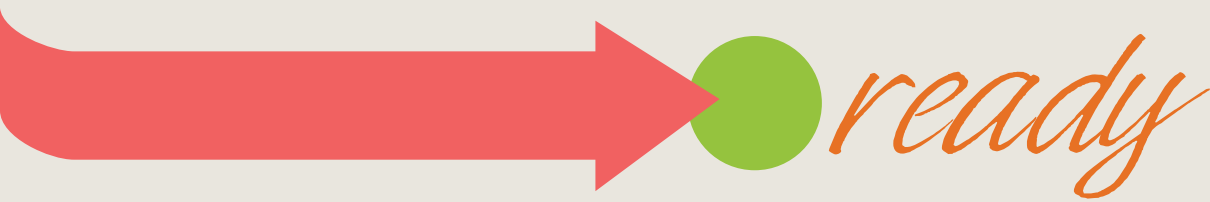


Navigate to the My Colleges tab



The screenshot shows the user interface of The Common Application. At the top left is the logo "THE COMMON APPLICATION". At the top right, a user profile box displays "Welcome, Tania!", "First Year | CAID 14711110", a gear icon, and a "Sign Out" button. Below the header is a navigation bar with four tabs: "Dashboard", "My Colleges", "Common App", and "College Search". The "My Colleges" tab is highlighted with a green border. The main content area features a table with columns for "My Colleges (3)", "Writing Requirements", "Deadline", "Application", "Writing Supplement", and "Remove". The table lists three colleges: Bucknell University, Gettysburg College, and University of Richmond. To the right of the table is a sidebar with the heading "Instructions & Help Center" and a sub-heading "What are the Writing Requirements?" followed by explanatory text and a "[more]" link with an arrow.

My Colleges (3)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
▶ Bucknell University	▶ ◀	—	●	—	🗑️
▶ Gettysburg College	▶	—	●	—	🗑️
▶ University of Richmond	▶	—	●	●	🗑️



Navigate to a college

Dashboard My Colleges Common App College Search

Bucknell University -

Application
(0 of 3 Completed)

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

Contact Info

Phone: (570) 577-3000 **Email:** admissions@bucknell.edu
Fax: 570-577-3538 [View College Website](#)

Application Deadlines

Fall 2016

First Year
Early Decision - 11/15/2015
Early Decision II - 01/15/2016
Regular Decision - 01/15/2016

Complete college-specific questions

ready

Complete Questions

The screenshot shows a web interface for college applications. At the top, there are navigation tabs: 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. Under 'My Colleges', there is a list of colleges: 'Bucknell University' (expanded), 'Gettysburg College', and 'Harvey Mudd College'. Under 'Bucknell University', there is a section for 'Application' with '(2 of 3 Completed)'. The items are: 'Questions' (checked), 'Recommenders and FERPA' (checked), and 'Review and Submit - Common App' (unchecked). To the right, under 'General', there is a message: 'Prior to completing this section, please review the FAQ's on the panel to the right.' Below this are fields for 'Preferred start term' (Fall 2016) and 'Preferred admission plan' (Regular Decision). At the bottom, there is a question: 'Do you intend to use one of these school-specific fee waivers?'.

Green Checks = Complete

Pro-tip: College questions often include start term, major, and decision plan.

ready

Getting ready to submit

Dashboard My Colleges Common App College Search

Bucknell University –

Application
(2 of 3 Completed)

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

Application Review and Submission

You are ready to Review your application to Bucknell University! 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.

[Review and Submit](#)

Click on
Review and
Submit –
Common App
to reach this
section

➔ ready

Review and Submit

Dashboard My Colleges Common App College Search

Bucknell University -

Application
(2 of 3 Completed)

- ✓ Questions
- ✓ Recommenders and FERPA
- Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

NGU Undergraduate Program +

Application Review and Submission

You are ready to Review your application to Bucknell University! 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.

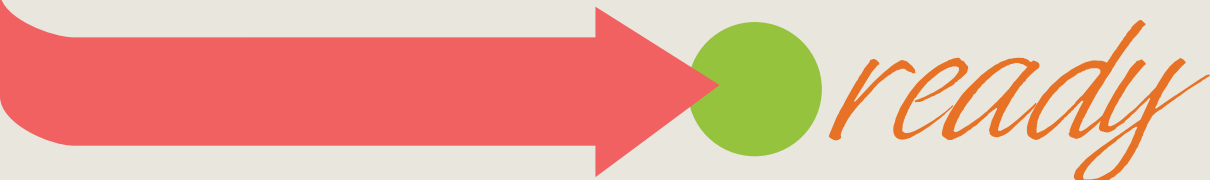
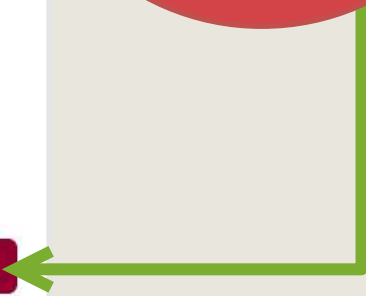
- ➔ Final review of your application
- ➔ Application fee payment (if not waived)
- ➔ Signature

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

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

Review and Submit

Click on Review and Submit button



PDF preview

Dashboard My Colleges Common App College Search

Bucknell University -

Application
(2 of 3 Completed)

- ✓ Questions
- ✓ Recommenders and FERPA
- Review and Submit - Common App

Gettysburg College +

Harvey Mudd College +

NGU Undergraduate Program +

Application Review and Submission

You are ready to Review your application to Bucknell University. Submit will walk you through the three steps outlined below. If application without submitting, you can do so. Simply click Review generate the PDF, and then close the box or click "Back." Either 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.

[Review and Submit](#)

THE COMMON APPLICATION

Johnson, Tania
FY RD Winter 2 08/01/1997 CEEB: 470120 CAID: 8235
FERPA: Waived

Profile

Personal Information

Name Johnson, Tania
Sex, Birthdate Female, 08/01/1997

Contact Details

Email, Phone applicant@commonapp.org, +1.703-236-0000, Home, +1.703-236-0000, Mobile
Permanent Address 123 Main Street Arlington, VA, 22201, USA

Demographics

Hispanic or Latino No
Race Black or African American (U.S. / African American)

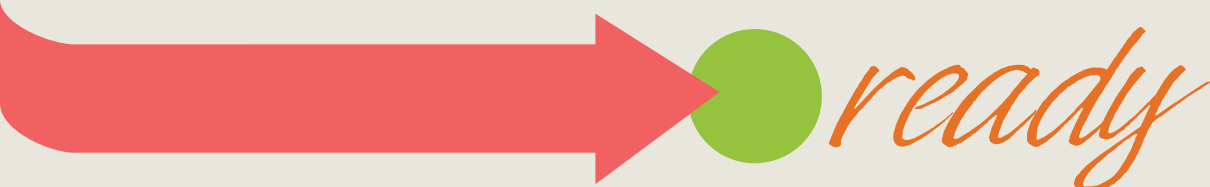
Language

English First Language, Speak, Read, Write, Spoken at Home

Geography & Citizenship

[Back](#) [Continue](#)

Review PDF to ensure correctness



PDF preview

THE COMMON APPLICATION

Johnson, Tania
FY RD Winter 2 08/01/1997 CEEB: 470120 CAID: **8235**
FERPA: Waived

Profile

Personal Information

Name Johnson, Tania
Sex, Birthdate Female, 08/01/1997

Contact Details

Email, Phone applicant@commonapp.org, +1.703-236-0000, Home, +1.703-236-0000, Mobile
Permanent Address 123 Main Street Arlington, VA, 22201, USA

Demographics

Hispanic or Latino No
Race Black or African American (U.S. / African American)

Language

English First Language, Speak, Read, Write, Spoken at Home

Geography & Citizenship

[Back](#) [Continue](#)

Click Continue to proceed



PDF affirmation

The screenshot shows a web interface for 'Application Submission'. At the top, there is a progress bar with three steps: '1 Final Review', '2 Payment', and '3 Signature'. Below this, a text box contains instructions: 'Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to NGU Undergraduate Program. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.' Below the text box is a checkbox with the text 'I have reviewed the PDF copy of my application and wish to proceed with my submission.' and a red asterisk. At the bottom right, there are 'Back' and 'Continue' buttons. A green box highlights the 'Continue' button. A green arrow points from a red circle annotation to the checkbox. Another green arrow points from a teal circle annotation to the 'Continue' button.

Application Submission

1 Final Review > 2 Payment > 3 Signature

Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to NGU Undergraduate Program. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.

I have reviewed the PDF copy of my application and wish to proceed with my submission. *

Back Continue

#1 Click on box to indicate that the PDF is correct.

#2 Click Continue to proceed

ready

Payment notification

Application Submission

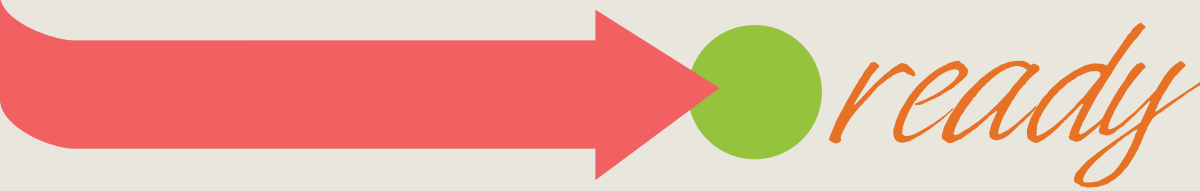
1 ✓ Final Review > 2 Payment > 3 Signature

You may pay the application fee for this institution using a credit card or echeck. Please note that all online payments are processed by a secure third-party payment service; you will be redirected to their site to enter your payment information. **Once you submit your payment you will be unable to change your payment method.**

Application Fee: \$17.00 First Year Domestic Fee

[Back](#) **Continue**

Click Continue to move to Payment Screen



Fee waiver screen

Application Submission

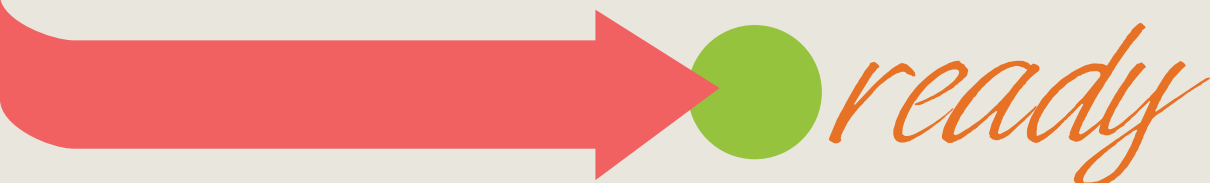
1 ✓ Final Review > 2 Payment > 3 Signature

You have indicated in your application that you are requesting an application fee waiver. Please continue to the certification page to finish the application submission process.

Back

If you requested a fee waiver, you'll see this message.

Click Continue to move to the next screen.



Application submission

Application Submission

1 ✓ Final Review > 2 ✓ Payment > 3 Signature

Signature

Please affirm the following before you submit your application.

- I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. *
- I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history. *
- I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information. *
- I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. *
- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.] *

Check the boxes & type your name

Application Submission

1 ✓ Final Review > 2 ✓ Payment > 3 Signature

Signature

Please affirm the following before you submit your application.

- I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. *
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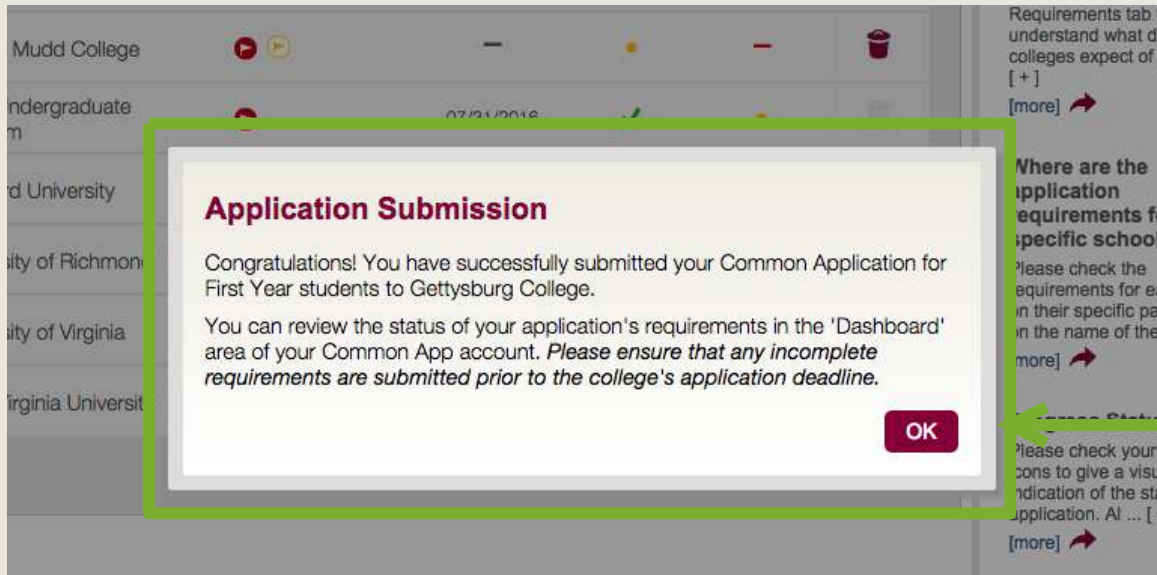
Signature * Tania Johnson Date * 09/10/2015

[Back](#)

Click submit to proceed

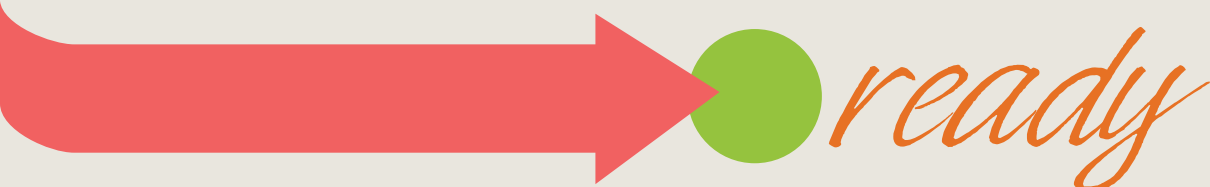
ready

Submission notification



Overlay appears immediately upon successful submission.

Pro-tip: You will receive an email confirming your submission.

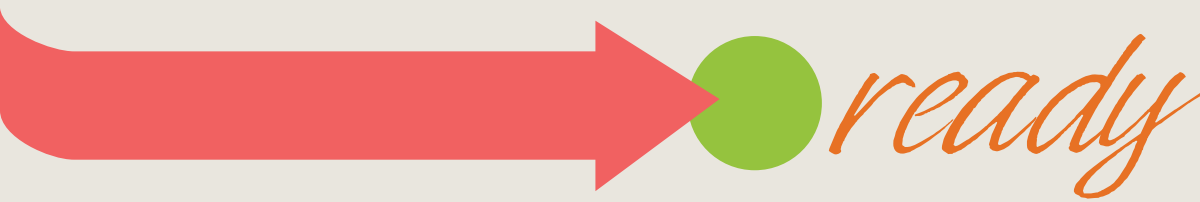


Submission status

The screenshot shows a dashboard with tabs for 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. Under 'My Colleges (8)', there is a table with columns: 'Writing Requirements', 'Deadline', 'Application', 'Writing Supplement', and 'Remove'. The row for 'Bucknell University' shows a red play button icon, a yellow play button icon, the date '01/15/2016', and a green checkmark. Below the table, a 'Status' tab is selected, showing 'Fall 2016, Regular Decision'. Under the 'Application' section, there is a green checkmark, the text 'Application', and 'Submitted - September 10, 2015 ET' with a document icon. A green box highlights the 'Status' tab and the application details. A green arrow points from the green checkmark in the table to a callout bubble.

Green check indicates that app has been submitted.

Pro-tip: Application submission date and time appears in the dashboard.



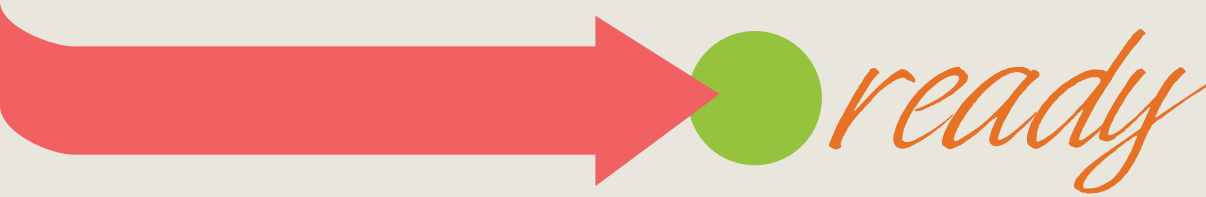
Applicant Solutions Center

Help when
you need
it, where
you need it

24/7
Every day
of the year

FAQs
Videos
Chat
Email.

appsupport.commonapp.org



commonapp
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