

THE COMMON APPLICATION

For Undergraduate College Admission

Common App Online: The Applicant Perspective

Agenda

This presentation looks at the processing life cycle of a student's application – from registration to submission.

Objectives

The CAO

 2011-12 Common Application

 Registration

 Navigation

 Submission

- Learn about functionality and flow within the CAO
 - Go through the application process from an applicants perspective
-

Login Screen

<http://www.commonapp.org>



THE COMMON APPLICATION
For Undergraduate College Admission

NEWS	APPLY!	FEATURED
08/02/2011 Advisory Group Expanded The Board of Directors has invited five additional counselors to join the Outreach Advisory Group. This group is	User Name: Password: Login Never Registered? Go here Forgot Login? Go here Go here for instructions	 http://www.drew.edu

Login Screen

<http://www.commonapp.org>

THE COMMON APPLICATION

For Undergraduate College Admission

APPLY!

User Name:

Password:

Login

Never Registered? [Go here](#)

[Forgot Login? Go here](#)

[Go here for instructions](#)

NEWS

08/02/2011

Advisory Group Exp...

The Board of Directors has invited five additional counselors to join the O Advisory Group. This gr...

FEATURED



www.drew.edu

Students register by clicking
[Go here](#)

Creating a New Account

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.

			--Select--
First/Given Name	Middle Name (complete)	Last/Family/Sur Name	Suffix

☐ Female ☐ Male			
Sex	Date of Birth (mm/dd/yyyy)	Former Last Name	Preferred Name, if not first name

		--Select--	
Permanent Address	City/Town	State/Province	ZIP/Postal Code

--Select--	
Country	Permanent Home Phone Number

How did you hear about the Common App Online?

Email Address	Confirm Email Address



Inline help menus address commonly asked questions.

Registration **instructions** reinforce that accounts are valid for the current admission cycle only.

Creating a New Account

● 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.

Students can give colleges permission to contact them. This election can be changed at any time by going to Account settings.

Creating a New Account

● 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.

Students can give colleges permission to contact them. This election can be changed at any time by going to Account settings.

● 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.

Enrollment intent is used to gather statistics on CAO users.

Instructions

Instructions

Welcome to the Common App Online! You may use the Common Application for both first-year and transfer admission. You designated yourself as a first-year or transfer applicant upon registration with the Common App Online site. Based on your registration, you'll be directed to the appropriate forms to complete. If you have registered under the wrong applicant type, you will need to re-register.

This page provides important instructions for completing your application package to the Common App and its 400+ member institutions. The menu on the left will allow you to navigate through the application, and we recommend that you begin in My Colleges. And remember: you can return to this page at any time by clicking Instructions in the navigation menu.

Brief Video Demo of the full website:



Students are taken to the main Instructions page upon completing the registration process. A brief video offers an overview of the application.

Navigation Menu

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

The navigation menu appears on the left side of the screen. Students can move through the application by clicking through each of the sections.

Getting to the Search Engine

Ferris Beuller
First Year applicant
Common App ID: 7745376

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

Show [instructions](#) for this page.

Simple Search | **Advanced Search** | **My Saved Searches**

Search

School or City Name
Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

US State
Alabama
Alaska
Arizona

To select more than one State, use keyboard combination of **CTRL+click**, Mac users should use **APPLE+click**

Distance from ZIP miles from

Applicant Type ☐ First Year ☐ Transfer ☒ No Preference

Term ☐ Fall 2012 ☐ Spring 2012

Deadline on or after
mm/dd/yyyy

By clicking on **Search for Colleges** on the left-hand navigation menu, the student is brought to the Simple Search page.

The Search Engine

Simple Search Advanced Search My Saved Searches

****Choose options from any section, the search button is at the bottom****

General Information

School or City Name
Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

US State
Alabama
Alaska
Arizona

To select more than one State, use keyboard combination of **CTRL+click**, Mac users should use **APPLE+click**

Distance from ZIP miles from

Applicant Type ☐ First Year ☐ Transfer ☒ No Preference

Term ☐ Fall 2012 ☐ Spring 2012

Deadline on or after
mm/dd/yyyy

Institution Type ☐ Public ☐ Private

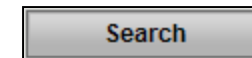
Religious Affiliation

Student Population ☐ >15,000 ☐ 5,000-15,000 ☐ 2,000-5,000 ☐ <2,000

School Type ☐ Coed ☐ Men Only ☐ Women Only ☐ Coordinate

Financial Aid available for international students ☐ Yes ☐ No ☒ No Preference

On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the



button...

The Search Engine

Simple Search | **Advanced Search** | **My Saved Searches**

****Choose options from any section, the search button is at the bottom****

General Information

School or City Name
Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

US State
Alabama
Alaska
Arizona

Common App Member Colleges & Universities

Your search returned 3 Common App members.

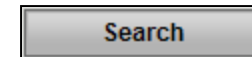
Search Criteria (note only basic criteria are listed): State:AL;

Simple Search | **Advanced Search** | **My Saved Searches** | **Search Results**

Select	Name	City	State	Website	Type	Request Info	Date Sent
☐	Birmingham-Southern College	Birmingham	AL	Link	Coed	Send	
☐	Samford University	Birmingham	AL	Link	Coed	Send	
☐	Spring Hill College	Mobile	AL	Link	Coed	Send	

Financial Aid available for international students ☐ Yes ☐ No ☒ No Preference

On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the

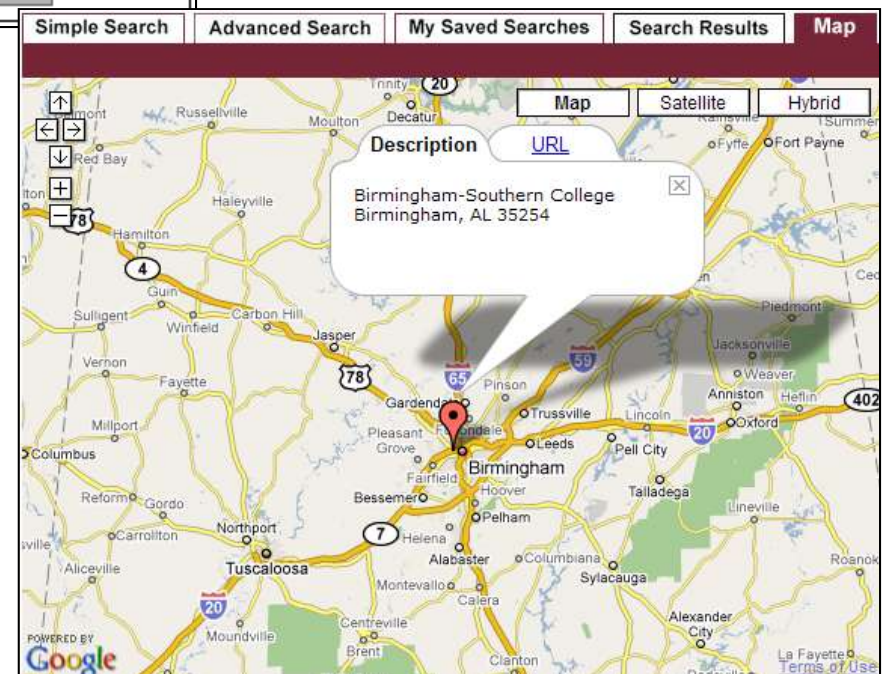


button... brings the user to the Search Results screen.

The Search Results Screen

Simple Search Advanced Search My Saved Searches Search Results							
Select	Name	City	State	Website	Type	Request Info	Date Sent
☐	Birmingham-Southern College	Birmingham	AL	Link	Coed	Send	
☐	Samford University	Birmingham	AL	Link	Coed	Send	
☐	Spring Hill College	Mobile	AL	Link	Coed	Send	
Add Compare Map Save Search							

From here, schools can be mapped...



The Search Results Screen

Simple Search	Advanced Search	My Saved Searches	Search Results				
Select	Name	City	State	Website	Type	Request Info	Date Sent
☐	Birmingham-Southern College	Birmingham	AL	Link	Coed	Send	
☐	Samford University	Birmingham	AL	Link	Coed	Send	
☐	Spring Hill College	Mobile	AL	Link	Coed	Send	
Add Compare Map Save Search							

From here, schools can be **mapped**...

... and searches can be **saved**.

Simple Search	Advanced Search	My Saved Searches	Search Results
Save Search			
You may save up to 5 searches. You may save your current search as a new saved search by entering a search name and description and clicking Save. If you would like to replace a previously saved search, enter a new name and description, select the previously saved search you wish to replace, then click Save.			
☒ New Search			
☒ Search Name Local			
Description Schools in Alabama			
Save Cancel			

Simple Search	Advanced Search	My Saved Searches	Search Results	Map
Map Satellite Hybrid				
Description URL				
Birmingham-Southern College Birmingham, AL 35254				

Comparing Schools

Clicking on the  button from the search results screen allows students to compare up to three different institutions.

Clicking on the categories at the top (e.g. **Admissions**) will display different sets of relevant data.

Simple Search	Advanced Search	My Saved Searches	Search Results	Compare	
Common Application Process	<u>General Information</u>	<u>Admissions</u>	<u>Financial Aid</u>	<u>Majors and Degrees</u>	<u>Student Life</u>
	Birmingham-Southern College	Spring Hill College	Samford University		
Address	900 Arkadelphia Road Birmingham, AL 35254 United States of America	4000 Dauphin Street Mobile, AL 36608 United States of America	800 Lakeshore Drive Birmingham, AL 35229 United States of America		
Contact Info	Phone: 205-226-4696 / 205-226-7849 Fax: 205-226-3074 Email: admission@bsc.edu	Phone: 800-742- 6704 / 251-380-3030 Fax: 251-460-2186 Email: admit@shc.edu	Phone: 800-888-7218 Fax: 205-726-2171 Email: admission@samford.edu		
On the Web	Web Page	Web Page	Web Page Photo Tour		
Application Deadlines	Fall 2012 First-Year RA: 1/1/2012 Fall 2012 Transfer RD: 7/11/2012 Spring 2012 First-Year RD: 1/10/2012 Spring 2012 Transfer RD: 1/10/2012	Fall 2012 First-Year RA: 10/1/2011 Fall 2012 Transfer RD: 7/11/2012 Spring 2012 Transfer RD: 12/1/2011	Fall 2012 First-Year RA: 7/1/2012 Fall 2012 Transfer RD: 7/11/2012 Spring 2012 First-Year RD: 1/20/2012		

Adding a College

Simple Search	Advanced Search	My Saved Searches	Search Results
---------------	-----------------	-------------------	----------------

Select	Name	City	State	Website	Type	Request Info	Date Sent
☒	Birmingham-Southern College	Birmingham	AL	Link	Coed	Send	
☐	Samford University	Birmingham	AL	Link	Coed	Send	
☐	Spring Hill College	Mobile	AL	Link	Coed	Send	

Add

Compare

Map

Save Search

To add a school, check the **box** next to its name and click on **Add** to get to the My Colleges screen.

Ferris Beuller First Year applicant Common App ID: 7745376	My Colleges Show instructions for this page. Status Legend: ▼ Not Started ■ In Progress ▲ Complete <table><tr><th colspan="3">My Colleges</th></tr><tr><td>■ Birmingham-Southern College</td><td>■ Maryville University of St. Louis</td><td>■ Siena College</td></tr><tr><td>■ Stonehill College</td><td></td><td></td></tr></table>	My Colleges			■ Birmingham-Southern College	■ Maryville University of St. Louis	■ Siena College	■ Stonehill College		
My Colleges										
■ Birmingham-Southern College	■ Maryville University of St. Louis	■ Siena College								
■ Stonehill College										

Adding a College

The QuickAdd feature allows you to bypass the search screen if you know the school name.

My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started
 ■ In Progress
 ▲ Complete

My Colleges		
▼ Albany College of Pharmacy and Health Sciences	▼ Bennington College	■ Birmingham-Southern College
▼ George Washington University	▼ Mount Saint Mary College	▼ University of Connecticut
▼ Western New England College		

Boston College
Boston University
University of Massachusetts Boston

QuickAdd

?

h Sciences

Adding a College

The QuickAdd feature allows you to bypass the search screen if you know the school name.

My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started
 ■ In Progress
 ▲ Complete

My Colleges		
▼ Albany College of Pharmacy and Health Sciences	▼ Bennington College	■ Birmingham-Southern College
▼ George Washington University	▼ Mount Saint Mary College	▼ University of Connecticut
▼ Western New England College		

Search for Colleges

Boston
Boston College
Boston University
University of Massachusetts Boston

QuickAdd ?

Clicking on a school option that appears in this list will activate the **QuickAdd** button.

Boston College

QuickAdd

My Colleges

To view school
information...

My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started
■ In Progress
▲ Complete

My Colleges	
■ Maryville University of St. Louis	■ Siena College
■ Stonehill College	

Search for Colleges

Start typing the college name you want to add

QuickAdd

?

Maryville University Of St. Louis

Remove this College

Deadline: N/A until term is assigned

■ [Application](#)

In Progress

Before submitting the **CommonApp** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution
Submit your [Supplements](#) to this institution

▼ [Supplements](#)

Not Started

Before submitting your **Supplements** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution

▲ [Payments](#)

Complete

▲ [School Forms](#)

Assigned: 08/02/2011

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

View College Details

My Colleges

To view school information... click on the **school's name** – the info at the bottom refreshes.

My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started
■ In Progress
▲ Complete

My Colleges

■ Maryville University of St. Louis

Search for Colleges

Start typing the college name you want to add

Maryville University Of St. Louis

Remove this College

■ **Application**
Before submitting the **CommonApp** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution
Submit your [Supplements](#) to this institution

▼ **Supplements**
Before submitting your **Supplements** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution

▲ **Payments**

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

View College Details

My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started
■ In Progress
▲ Complete

My Colleges

■ Maryville University of St. Louis

■ Siena College

■ Stonehill College

Search for Colleges

Start typing the college name you want to add

QuickAdd ?

Siena College

Remove this College

Deadline: 12/01/2011

■ **Application**
Before submitting the **CommonApp** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution
Assign your [School Forms](#) recommenders to this institution
Submit your [Supplements](#) to this institution

▼ **Supplements**
Before submitting your **Supplements** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution

▼ **Payments**
Before submitting your **Payment** to this institution you must:
Submit the CommonApp to this institution
OR
Submit your [Supplements](#) to this institution

■ **School Forms**
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

The Common Application

Ferris Beuller
First Year applicant
Common App ID: 7745376

Instructions

My Colleges

Search for Colleges

Common Application

Future Plans

Applicant

Demographics

Family

Education

Academics

Activities

Writing

Signature

Supplements

Payments

School Forms

Future Plans

Save & Check for ErrorsSave & Next ►

Show [instructions](#) for this page.

Status Legend: ▼ Future Plans Not Started
■ Future Plans In Progress
▲ Future Plans Complete

My Colleges

▼ Maryville University of St. Louis

■ Siena College

▼ Stonehill College

Stonehill College

This institution has chosen not to receive the following information from your Common App:
Self-Reported ACT Test Dates and Best Scores*
Self-Reported SAT Reasoning Test Dates and Best Scores*

Term and Decision Plan

Fall 2012

Spring 2012

☐ Early ActionDeadline: 11/01/11

☐ Regular DecisionDeadline: 11/01/11

☐ Early DecisionDeadline: 11/01/11

☐ Regular DecisionDeadline: 01/15/12

After searching for and adding colleges, the user moves on to the Common Application itself, beginning with the **Future Plans** section with college-specific questions.

Data Suppression

Some colleges may elect not to receive certain information, even if students include that information as part of their application.

“Suppressible” items include:

- SSN
- Self-Reported Testing
- Religious Preference
- Discipline Information

Mount Saint Mary College

This institution has chosen not to receive the following information from your Common App:
Self-Reported ACT Test Dates and Best Scores*
Self-Reported SAT Reasoning Test Dates and Best Scores*
Self-Reported TOEFL/IELTS Test Dates and Best Scores*
Self-Reported AP/IB/SAT Subject Test Dates and Best Scores*

● **Term and Decision Plan** [Clear term](#)

Fall 2012

☐ Rolling Admission Deadline: 07/11/12

● **Do you intend to apply for need-based financial aid?** ☐ Yes ☐ No

Required Questions

Throughout the Common Application, applicants will come across **required questions** which will be marked in **bold** and **gold**.

Personal Data			
Enter name exactly as it appears on official documents.			
Ferris ● First/Given Name	 Middle Name	Bueller ● Last/Family/Sur Name	-- Suffix
 Former last name(s) (if any)		 Preferred Name, if different	
01/01/1985 ● Date Of Birth (mm/dd/yyyy)	☒ Male ☐ Female ● Sex	- - US Social Security Number <i>Optional, unless applying for financial aid</i>	

Error Messages

When students decline to answer required questions, a **system message** is displayed at the top of the page letting the user know which questions have not been answered successfully.

These questions are also **highlighted** in the form itself.

System Message: Please correct the errors listed below.

Short Answer	A required field has been left blank.
Personal Essay Upload	A required field has been left blank.

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 (150 words or fewer, 750 character maximum).

****YOUR RESPONSE MAY BE CUT OFF. [LEARN MORE.](#)****

Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer...

Citizenship Status (Demographics):

Please select your citizenship status	U.S. Citizenship 
--	--

Parent Living (Family):

Father 	Is Parent 1 Living?
Type	☒ Yes ☐ No

Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer... new questions pursuant to that answer will appear dynamically.

Citizenship Status (Demographics):

● Please select your citizenship status		U.S. Citizenship
● Please select your citizenship status		U.S. Dual Citizenship
If U.S. Dual, please list non-U.S. citizenships (maximum 3):		-----Select-----
		-----Select-----
		-----Select-----

Parent Living (Family):

Father	Is Parent 1 Living?
● Type	☒ Yes ☐ No
Father	Is Parent 1 Living?
● Type	☐ Yes ☒ No
	Date deceased (mm/yyyy)

CEEB Codes

The CEEB code look-up feature populates school information to the Common Application automatically.

Search

Select the country of your secondary school below and enter at least one other search criteria. You do not need to enter information into every search field, however.

Search results will appear below. Once you locate your school in the search results, click on the school to populate your application with the school's information. If you are a home school student, please click on the 'Home Schooled' link. If you are unable to find your school, please click on the 'Not Found' link at the bottom of the search results screen which will populate a generic code for you within your application.

● **Country:**

United States of America ▼

State/Province:

MD ▼

City:

Potomac

School Name:

CEEB Code:

Search

[Home Schooled](#)

CEEB Codes

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Search

Select the country of your secondary school below and enter at least one other search criteria. You do not need to enter information into every search field, however.

Search results will appear below. Once you locate your school, click on the school to populate your application with the school information. If you are a home school student, please click on the 'Home School' link. If you are unable to find your school, please click on the 'Not Found' link to go to the search results screen which will populate a generic code for your application.

Country:

State/Province:

City:

School Name:

CEEB Code:

Results

Select your school below. If your school is not listed, try changing your search criteria and searching again. If too many schools are listed, include additional search criteria above and re-run the search.

Code	School Name	City	State
210955	Bullis School	Potomac	MD
210838	Connelly School of the Holy Child	Potomac	MD
210836	German School	Potomac	MD
210841	Heights School	Potomac	MD
210843	McLean School of Maryland	Potomac	MD
210845	Muslim Community School	Potomac	MD
210317	Saint Andrews Episcopal School	Potomac	MD
210839	Winston Churchill High School	Potomac	MD

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.

CEEB Codes

The CEEB code look-up feature populates school information to the Common Application automatically.

Search

Select the country of your secondary school below and enter at least one other search criteria. You do not need to enter information into every search field, however.

Search results will appear below. Once you locate your school, click on the school to populate your application with the school information. If you are a home school student, please click on the 'Home School' link. If you are unable to find your school, please click on the 'Not Found' link to go to the search results screen which will populate a generic code for your application.

Country: United States of America

State/Province

School Name

CEEB Code

Results

Select your school below. If your school is not listed, try changing your search criteria and searching again. If too many schools are listed, include additional search criteria above and re-run the search.

Code	School Name	City	State
210955	Bullis School	Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD

in your application, you

Education

◀ Save & Previous

Save & Check for Errors

Save & Next ▶

Secondary Schools

210839 ?

Winston Churchill High School

CEE/ACT Code look up

School You Now Attend (or from which you graduated)

public

Date of Entry (mm/yyyy)

Graduation Date (mm/dd/yyyy)

11300 Gainsborough Road

Potomac

MD

20854

Address

City

State/Province

ZIP/Postal Code

Printing and PDFs

Students can check their progress at any time by clicking **Preview** at the top of the page. This will bring up a PDF copy of the application.



THE COMMON APPLICATION
For Undergraduate College Admission

2011-12 FIRST-YEAR APPLICATION
For Spring 2012 or Fall 2012 Enrollment

APPLICANT

Legal Name Beuller Ferris
Last/Family/Sur (Enter name exactly as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Preferred name, if not first name (only one) _____ Former last name(s) _____

Birth Date 07/01/1992 ☐ Female ☒ Male ☐ US Social Security Number, if any _____
mm/dd/yyyy Required for US Citizens and Permanent Residents applying for financial aid via FAFSA

Preferred Telephone ☒ Home ☐ Cell Home (412) 555-5555 Cell () _____
Area/Country/City Code Area/Country/City Code

E-mail Address skarunaratne@hobsons.com IM Address _____

Permanent home address 123 Main Street _____
Number & Street Apartment #

Arlington Amelia VA United States of America 22201
City/Town County or Parish State/Province Country ZIP/Postal Code

If different from above, please give your current mailing address for all admission correspondence. (from _____ to _____)
(mm/dd/yyyy) (mm/dd/yyyy)

Current mailing address _____
Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

If your current mailing address is a boarding school, include name of school here: _____

FUTURE PLANS

Signature

I wish to submit my application to the following at this time:

☐ **Mount Saint Mary College**
Rolling Admission| Fall 2012

☐ I have print previewed my application and it looks exactly as I intend.[Print Preview](#)

☐ **Siena College**
Early Decision| Fall 2012

☐ I have print previewed my application and it looks exactly as I intend.[Print Preview](#)

☐ **Stonehill College**
Regular Decision| Fall 2012

☐ I have print previewed my application and it looks exactly as I intend.[Print Preview](#)

Certification

Please affirm the following before you submit the application:

☐

- I understand that once my application has been submitted it may not be altered in any way; I will need to contact my colleges directly if I wish to provide additional information.

☐

- I certify that all information submitted in the admission process -- including the application, the personal essay, any supplements, and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institutions 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 acknowledge that I have reviewed the application instructions for each 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.]

Signature

Date (mm/dd/yyyy)

SUBMIT

On the final section of the Common Application, students affirm that they have previewed their application and then select schools for submission before clicking on **Submit**.

Signature

After a successful submission the student is brought back to their My Colleges page and can view status information about other areas of their Common Application.

You have successfully submitted the Common App Online

My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started
■ In Progress
▲ Complete

My Colleges

■ Birmingham-Southern College	■ Maryville University of St. Louis	■ Mount Saint Mary College
■ Siena College	■ Stonehill College	

Search for Colleges

Start typing the college name you want to add

QuickAdd



Mount Saint Mary College

View this Application

Deadline: 07/11/2012

▲ [Application](#)

Submitted: 08/08/2011

▼ [Supplements](#)

Not Started

▲ [Payments](#)

Complete

▲ [School Forms](#)

Assigned: 08/02/2011

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

View College Details

Errors in Submission

If there are still some unanswered required questions, they are displayed as **clickable links** that, when clicked, take the student directly to the unanswered question.

In order to submit the Common Application, you must answer all required questions. Keep in mind that some questions become required based on your response to a previous question. Below is a list of fields you still need to complete.

Page	Question
Demographics	'Dual Citizenship Country 1' is a required field.
Demographics	'Years in Country' is a required field.
School Forms	Please identify the school counselor who will be completing the Common Application Secondary School Report on your behalf.
School Forms	FERPA waiver is not completed.

Unanswered, required questions are **highlighted**.

Demographics

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

Demographic Information

● Please select your citizenship status U.S. Dual Citizenship ▼

If U.S. Dual, please list non-U.S. citizenships (maximum 3):

----	Select----	▼
----	Select----	▼
----	Select----	▼

Supplements

Working down the left-hand navigation menu, students will arrive at the [Supplements](#) section.

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



Supplements

Show [instructions](#) for this page.

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

My Colleges

▼ Mount Saint Mary College

▼ Otterbein University

■ Siena College

Otterbein University

Term not selected

Supplement Not Submitted

Deadline: N/A until term is assigned

Otterbein University Supplement:

Otterbein University allows this supplement to be submitted Online.

Start

Supplements

Working down the left-hand navigation menu, students will arrive at the Supplements section.

Supplements

Show [instructions](#) for this page.

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

My Colleges

▼ Mount Saint Mary College	▼ Otterbein University
----------------------------	------------------------

Otterbein University

Term not selected **Supplements**

Otterbein University Supplement:
Otterbein University allows this supplement to be submitted.

Start

Otterbein University

Supplement to the Common Application

Personal Data

• Name:	Ferris <i>First Name</i>
	 <i>Preferred Name</i>
	 <i>Middle or Maiden Name</i>
	Beuller <i>Last Name</i>
• Address:	123 Main Street <i>Street Address</i>
	Arlington <i>City</i>

Payments

Yale University		
Term not selected	Payment Not Submitted	Deadline: N/A until term is assigned
Application Fee: \$75 First-Year Domestic Fee		
Payment types accepted by this college:		
• Online Credit Card / eCheck • Mail Check • NACAC Fee Waiver Request • College Board Fee Waiver Request • Other Fee Waiver Request		
For students paying application fees by credit card: please note that the processing of a credit card fee may take 1-2 days to reflect with the Common App Online. This college will not receive your application until your fee has been successfully processed. You may pay the fee at any point, even before submitting your application. We recommend that you do this to avoid a delay if you submit your application close to the deadline.		
● Payment Method: --Select--		

Unless a school **requires payment before submission**, students will be **prevented from paying at the beginning**.

Siena College		
Fall 2012 ED	Payment Not Submitted	Deadline: 12/01/2011
Application Fee: \$50 First-Year Domestic 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		

Payment Vendor

Terms and Conditions

Please provide the information below to complete your online payment for the Common Application on this secure website. When your payment is complete, you will be returned to the Common Application website. Please do not close this window or log out of your Common Application until your payment is complete.

TERMS AND CONDITIONS

These terms and conditions are designed to provide you information on the services we provide and outline important conditions which apply to your using this service. The internet bill presentment and payment service is provided by Sallie Mae Solutions Inc. and various third

☐ Please accept agreement*

Applicant Information

Please enter the applicant's first and last name below.

Applicant Payment ID*

Applicant First Name*

Applicant Last Name*

Common App ID*

Pay To

Pay To
Yale University

Pay Amount
\$

Total \$ 75.00

Payment Method & Account Information

Please provide your payment type and payment account information.

Effective Payment Date 8/8/2011

E-mail Address*

☐ Credit Card

☐ Checking Account (US Banks only)

☐ Savings Account (US Banks only)

*** Required field**

Students electing to pay by Credit Card or eCheck are taken to the website for our payment vendor where they must:

- 1) Agree to the terms and conditions
- 2) Fill out payer information
- 3) Enter **Payment Method & Information**
- 4) Click Submit

Payment Confirmation

After clicking on “Submit” the student will receive a processing message...

Please Wait...

Cancel

Please wait for your confirmation page while your payment is being processed. Note: Payment processing could take up to two minutes.

This site is best viewed using Internet Explorer 5.0 or higher, Netscape 6 or higher and Mozilla Firefox 1.0.6 or higher on a PC.
Cipher Strength must be 128 bit encryption.



Followed by a confirmation page...

Payment Summary. Please print this page for your records.

Payment Confirmation

Pay to the order of	Apply Yourself
Payer ID	1481118-5/1/2007 11:30:32 AM
E-mail Address	jmonks@ayrecruiting.com
Effective Payment Date	5/1/2007
Payment Status	Paid
Card Type	Master Card
Account Number	*-5454
Expiration Date	05/2008
Name on Card	Jason Monks
Payment Tracking Number	8723520070501
Payment Total	\$75.00

Transaction(s) Summary

Transaction Status	This transaction has been accepted.
Apply Payment To	
Yale University	\$75.00

Finish

Payment Receipt

Yale University	
Fall 2011 Regular Decision	Submitted: 8/6/2010 9:25:15 PM
Application Fee: \$75 First-Year Domestic Fee	
● Payment Method: Online Credit Card / eCheck You have paid this institution's application fee online.	
Print Receipt	

Students who pay by Credit Card or eCheck can print a **receipt**.

THE COMMON APPLICATION For Undergraduate College Admission	
Payment Receipt	
Applicant Name:	EDITH A. BROWN
Email:	edbrown@brown.edu
Common App ID:	60227068
School:	Yale University
Term:	Fall 2011
Payment Type:	Credit Card
Date/Time of Transaction:	8/6/2010 9:25:15 PM ET
Required Application Fee:	\$75
Amount of Transaction:	\$75
Order Number:	010894010744
Transaction Number:	10011001000000000000
Authorization Code:	000000000000
Credit Card Type:	DI
Print Receipt	

Payments – Mail Check

Yale University

Term not selected **Payment Not Submitted** Deadline: N/A until term is assigned

Application Fee: \$75 First-Year Domestic Fee

Payment types accepted by this college:

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

For students paying application fees by credit card: please note that the processing of a credit card fee may take 1-2 days to reflect with the Common App Online. This college will not receive your application until your fee has been successfully processed. You may pay the fee at any point, even before submitting your application. We recommend that you do this to avoid a delay if you submit your application close to the deadline.

Payment Method: Mail Check

This institution offers the option to pay your application fee by check. You must print out a payment voucher to mail with your check.

I will mail a check to pay this institution's application fee.

Continue

The **Mail Check** option records a student's intent to mail a check to the college.

Yale University

Term not selected **Check Indicated:** 8/8/2011

Application Fee: \$75 First-Year Domestic Fee

Payment Method: Mail a Check Change Method

You have indicated that you will mail a check for this institution's application fee. **Please print and mail your payment voucher with your check.**

Print Voucher

Payments – Fee Waivers

Students may also request a **Fee Waiver** on the Payment Page.

The screenshot shows the University of Virginia's Common App payment interface. At the top, it says 'University of Virginia'. Below that, it indicates 'Term not selected', 'Payment Not Submitted', and 'Deadline: N/A until term is assigned'. The 'Application Fee' is listed as '\$60 First-Year Domestic Fee'. Under 'Payment types accepted by this college:', there is a list: 'Online Credit Card / eCheck', 'NACAC Fee Waiver Request', 'College Board Fee Waiver Request', and 'Other Fee Waiver Request'. The 'Other Fee Waiver Request' option is highlighted with a red box. Below this list, a text box explains that credit card fees may take 1-2 days to reflect and that the college will not receive the application until the fee is processed. At the bottom, the 'Payment Method' is set to 'Other Fee Waiver Request' (highlighted with a blue box), and a note states that the college offers an institutional fee waiver program. A 'Continue' button is at the bottom.

University of Virginia

Term not selected **Payment Not Submitted** Deadline: N/A until term is assigned

Application Fee: \$60 First-Year Domestic Fee

Payment types accepted by this college:

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

For students paying application fees by credit card: please note that the processing of a credit card fee may take 1-2 days to reflect with the Common App Online. This college will not receive your application until your fee has been successfully processed. You may pay the fee at any point, even before submitting your application. We recommend that you do this to avoid a delay if you submit your application close to the deadline.

Payment Method: Other Fee Waiver Request

This college offers an institutional fee waiver program for qualified applicants. Please contact the admissions office at this institution for information regarding the qualifications for this fee waiver .

I intend to apply for a fee waiver using this institution's application fee waiver form.

Continue

All members agree to accept both the NACAC and College Board Fee Waivers. Online counselors can submit the NACAC Fee Waiver online.

Some members use an “**Other**” Fee Waiver option. Students must contact these institutions for eligibility information.

Payments

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

 Mount Saint Mary College	 Otterbein University	 Siena College
 Yale University		

Siena College

Fall 2012 ED **Payment Not Submitted** **Deadline: 12/01/2011**

Application Fee: \$50 First-Year Domestic 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

Color coded icons make it easier for applicants to see the status of their payments.

Payment submission is NOT tied to Common App submission and is a distinctly separate submission process.

Three Distinct Submissions

The Application, Payment, and Supplement submissions are three distinct processes. Students should refer to the My Colleges page to confirm that all required items have been submitted properly.

My Colleges

Show [instructions](#) for this page.

Status Legend:
 ▼ Not Started
 ■ In Progress
 ▲ Complete

My Colleges

■ Maryville University of St. Louis

■ Siena College

■ Stonehill College

Search for Colleges

Start typing the college name you want to add

QuickAdd



Maryville University Of St. Louis

Remove this College

Deadline: N/A until term is assigned

■ [Application](#)

In Progress

Before submitting the **CommonApp** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution
Submit your [Supplements](#) to this institution

▼ [Supplements](#)

Not Started

Before submitting your **Supplements** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution

▲ [Payments](#)

Complete

▲ [School Forms](#)

Assigned: 08/02/2011

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

View College Details

School Forms

School Forms

Show [instructions](#) for this page.

Release Authorization

☐ I authorize all schools that I have attended to release all requested records covered under the Federal 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. **I understand that, upon submission, my release may not be altered in any way.**

● **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:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).

2. 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.

● Signature

● Date (mm/dd/yyyy)

SUBMIT

When students first click on *School Forms*, they will need to complete the FERPA Waiver.

School Forms

School Forms

Show [instructions](#) for this page.

Release Authorization

☐ I authorize all schools that I have attended to release all requested records covered under the Federal 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. I understand

School Forms

Show [instructions](#) for this page.

Status Legend:
▼ School Forms Not Started
■ School Forms In Progress
▲ School Forms Assignments Complete

My Colleges

■ Bennington College	■ Birmingham-Southern College	■ Mount Saint Mary 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 Secondary 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. Please note that this is a required step before you will be able to submit your application.

Invite Official

When students first click on *School Forms*, they will need to complete the FERPA Waiver.

After completing the waiver, applicants can **Invite Officials** to provide recommendations.

School Forms: Naviance View

Naviance Schools using eDocs are flagged in the CAO system. When students from these schools arrive in the School Forms section, they are instructed to consult with their counselor.

Recommenders

For transcripts, school reports and teacher recommendations, your school is using Naviance eDocs. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your counselor and teachers submit their school forms you will be able to view their status here.

If your counselor or teachers wish to submit school forms via mail, use the links below to download the applicable printable forms that can be completed on paper and mailed to each institution to which you apply:

- [Teacher Evaluation Form](#) 
- [Counselor School Forms](#) 
- [Early Decision Agreement](#) 
- [International Supplement to the School Report](#) 

Inviting School Officials

On the Invitation page applicants answer a few brief questions about the school official and click on **Send Invitation** to notify the official of the request.

Personal Data

School Official Type:

☒ Counselor ☐ Teacher

Mr. ▼

Title

Ed

First Name

Rooney

Last Name

erooney@school.edu

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.

Send Invitation

Cancel

Inviting School Officials

On the Invitation page applicants answer a few brief questions about the school official and click on **Send Invitation** to notify the official of the request.

Personal Data

● School Official Type: ☒ Counselor ☐ Teacher

Mr. ▼ ● Title	Ed ● First Name	Rooney ● Last Name
------------------	--------------------	-----------------------

erooney@school.edu
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.

Personal Data

● School Official Type: ☐ Counselor ☒ Teacher

Mr. ▼ ● Title	Carrie ● First Name	Bliss ● Last Name
------------------	------------------------	----------------------

cbliss@bell.edu
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.

If the student selects **Teacher**, a dynamic subject question appears.

Teachers Only

● Subject Area: English ▼

Assigning an Official

Once the required information has been filled out on the School Official Details page, officials can then be **assigned** to schools on the *School Forms* page.

One counselor and multiple teachers can be identified for School Forms (depending on the requirements of each member school).

My Colleges

▲ Mount Saint Mary College

■ Otterbein University

■ Siena College

■ Yale University

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

Ed Rooney | Counselor

Invited: 8/2/2011

[Delete](#) | [Resend](#)

Carrie Bliss | Teacher

Invited: 8/1/2011

[Delete](#) | [Resend](#)

Invite Official

Mount Saint Mary College

Ed Rooney | Counselor

School Report

Optional Report

MidYear Report

Final Report

Started: 8/8/2011

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution requires 1 teacher evaluations.

Carrie Bliss | Teacher

Assigned: 8/1/2011

[Remove](#)

Recommendation

Not Started

Save

Monitor School Forms

Mount Saint Mary College

Ed Rooney | Counselor

School Report	Started: 8/8/2011
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 1 teacher evaluations.

Carrie Bliss Teacher	Assigned: 8/1/2011	Remove
Recommendation	Not Started	

Save

Students can monitor **status information** on these pages. They can also **delete** school officials or **resend** the notification email to counselors or teachers who have yet to begin a form.

Recommenders

Ed Rooney Counselor	Invited: 8/2/2011	Delete	Resend
Carrie Bliss Teacher	Invited: 8/1/2011	Delete	Resend

Invite Official

Opting Out

Mount Saint Mary College

Ed Rooney | Counselor

This counselor has opted to submit paper school forms. You will need to print out the counselor evaluation form in PDF and provide it to your counselor so that it can be completed on paper and mailed to each institution to which you apply. If you are an international or home schooled applicant you will also need to download the appropriate supplement to the School Report and provide that to your counselor as well.

[Counselor School Forms](#) 

[Early Decision Agreement](#) 

[International Supplement to the School Report](#) 

[Home School Supplement to the School Report](#) 

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution requires 1 teacher evaluations.

Carrie Bliss Teacher	Assigned: 8/1/2011	Remove
Recommendation	Not Started	

Save

The School Forms page changes if teachers or counselors click on the opt-out link from the system-generated email the students sends them.

Printable PDF school forms can be mailed to a college/university.

Contact Us



[Applicant Support Center](#)

[School Forms Support Center](#)

[Common Questions for School Officials](#)
