# The Common Application

SANTA BARBARA CITY COLLEGE

*Transfer Center*

# [www.commonapp.org](http://www.commonapp.org)

# What is the Common Application?

- The Common Application is a not-for-profit organization that serves students and member institutions by providing an admission application – online and in print – that students may submit to any of the member universities.

# Why Use It?

- **Once completed online or in print, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges.**

- **This allows you to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and your coursework.**

# Common App or the University Specific App?

**Compare the applications.**

- ☐ **Do the applications ask different questions?**

- ☐ **Do the applications require different Supplemental Forms?**

- ☐ **Which application will allow you to best represent yourself?**

- ☐ **Which application will take less time to complete?**

**If you are only applying to one or two universities, you will probably want to use the university specific application.**

# What Universities Accept the Common Application?

- 364 universities in the U.S. accept the Common Application.
  - For the complete list:
    **www.commonapp.org/CommonApp/Members.aspx**

- 125 of those universities are "Exclusive Users" of the Common Application.

- "Exclusive Users" of the Common Application use the Common App as their only application for admission, as well as allow students to submit everything required (supplements, payments, etc.) within the Common App Online system.

  - For a complete list of Exclusive Users:
    **www.commonapp.org/CommonApp/ExclusiveUsers.aspx**

# California Universities

**Exclusive Users**

- Cal Tech (California Institute of Technology)
- Chapman University
- Claremont McKenna College
- Harvey Mudd College
- Loyola Marymount
- Notre Dame de Damur University
- Pitzer College
- Pomona College
- Saint Mary's College of California
- Santa Clara University
- Scripps College
- Stanford University

**Additional Members**

- California Lutheran University
- Mills College
- Occidental College
- University of LaVerne
- University of Redlands
- University of San Diego
- University of San Francisco
- University of the Pacific
- University of Southern California (USC)

# Other "Exclusive Users",  Partial List

- **Amherst College**
- **Barnard College**
- **Boston College**
- **Boston University**
- **Brown University**
- **Bryn Mawr College**
- **Carnegie Mellon University**
- **Cornell University**
- **Dartmouth University**
- **Lawrence University**
- **Lewis and Clark University**
- **Miami University**
- **Morehouse College**
- **Mount Holyoke College**
- **Northeastern University**

- **Northwestern University**
- **Rice University**
- **Sarah Lawrence College**
- **Skidmore College**
- **Smith College**
- **Swarthmore College**
- **Tufts University**
- **University of Chicago**
- **University of Notre Dame**
- **University of Puget Sound**
- **University of Virginia**
- **Vanderbilt University**
- **Vassar College**
- **Villanova University**
- **Wellesley College**
- **Yale University**

# Other Universities, Partial List

- **Bennington College**
- **Bradeis University**
- **Case Western Reserve University**
- **Clark University**
- **Colgate University**
- **College of Santa Fe**
- **College of William and Mary**
- **Colorado University**
- **Creighton University**
- **Duke University**
- **Fordham University**
- **George Washington University**
- **Gonzaga University**
- **Hofstra University**
- **Illinois Institute of Technology**
- **John Hopkins University**
- **Macalester College**
- **Marquette University**
- **Miami University (Ohio)**
- **New York University**
- **Oberlin College**
- **Princeton University**
- **Southern Methodist University**
- **Spelman College**
- **State University of New York (SUNY)**
- **Tulane University**
- **University of Miami**
- **University of Pennsylvania**
- **Wake Forrest University**
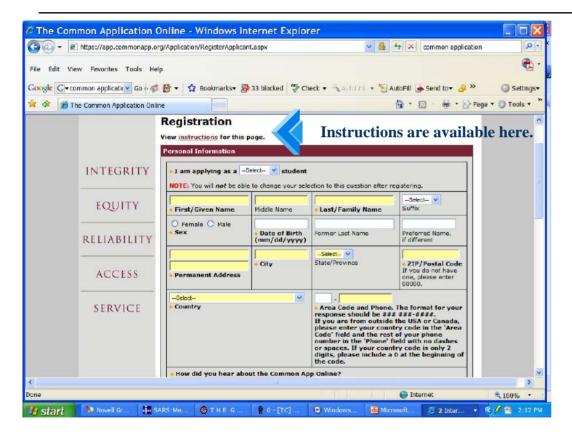- **Wheaton College**
- **Xavier University**

# Deadlines

- ☐ Each member institution has a specific deadline for when they will accept your Common Application and supplement.

- ☐ Once a deadline has passed, you will no longer be able to submit your forms to this institution.

- ☐ Deadlines can be viewed on both the 'Future Plans' and 'My Colleges' sections.

- ☐ Please note that some institutions have a supplement deadline before their Common Application deadline.

- ☐ Do not wait until the last minute to submit your forms.

- ☐ All time stamps are in Eastern Time. Deadlines are also listed in Eastern Time.

- ☐ Schools located in other time zones may accept your documents up until the posted deadline in their local time zone, even though your submission time stamp will be recorded in Eastern Time.

# To Begin… Create Your Account

# Registration



**On this page you will:**

✓ **Identify that you are applying as a "transfer" student**

✓ **Provide your name, gender, birth date, permanent address, and email address**

✓ **Create your username and password**

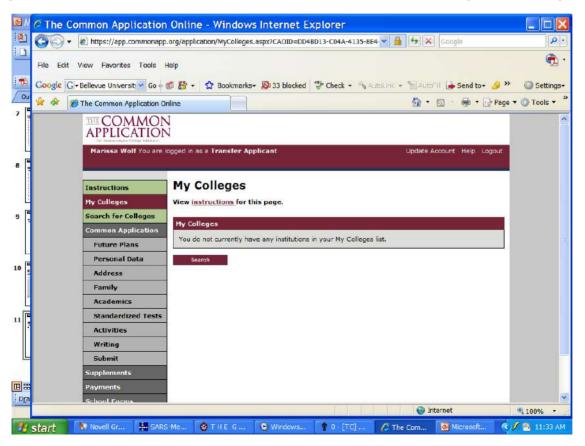✓ **Click on the "Register" button to continue.**

# Your Account

☐ **Make sure your email address is kept accurate so that you can receive important information about deadlines and other admissions information from the Common App or your selected institutions.**

☐ **Ensure that your email account will receive correspondence from application_help@commonapp.net by adding this to your safe list.**

# Help

- The 'Help' area provides you access to Frequently Asked Questions and other technical information that may be helpful while you are working on your application.

- If you still need assistance after reading the FAQs, the 'Help' area provides you with an online ticket request form where you may seek assistance from our technical support team.

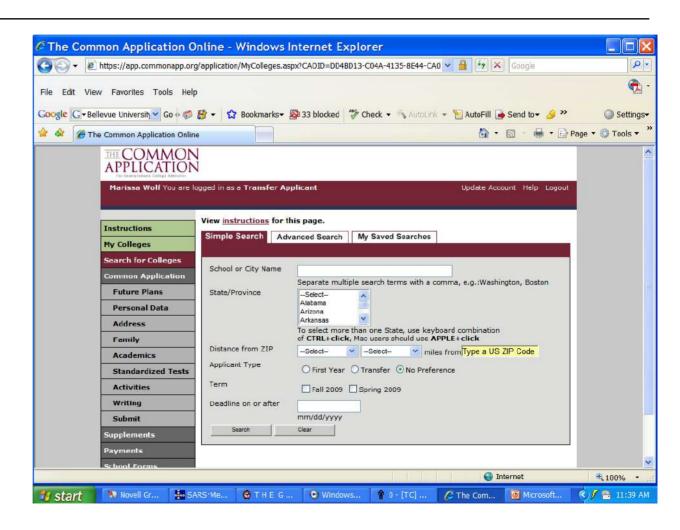- The 'Help' link is located at the top right and bottom center of each page of the online application.

# Starting Your Application

□ **It is recommended that you start your application in the <u>My Colleges</u> section by adding those institutions to which you wish to apply. Once you have done this, you will be able to utilize the full functionality of the system.**
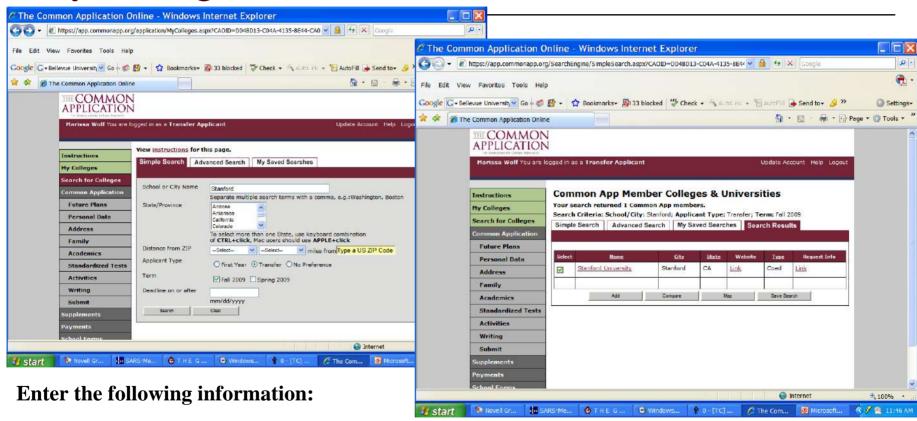
# My Colleges

- **Select any or all of the criteria below to search for the school(s) of your choice.**

- **This search engine only provides information on schools who are members of the Common Application.**
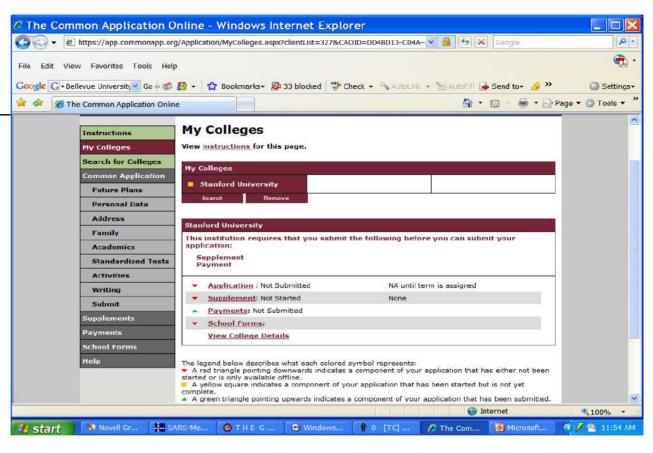
# My Colleges



**Enter the following information:**

o **Name of University**

o **Applicant Type: Transfer**

o **Term: Fall 2009**

o **Click on the box**

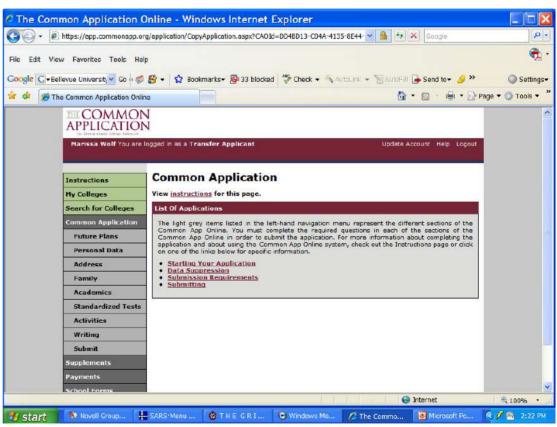o **Click on "Add" button**

# My Colleges



**To add an institution to your list, click the 'Search' button or use the 'Search for Colleges' link in the left-hand menu.**

**To remove an institution, select the institution, then click the 'Remove' button. You may remove an institution from your list until you have submitted either the Common Application or the Supplement (if applicable) to that institution. (Once you have submitted, your completed application form will be transmitted to the institution for review.)**
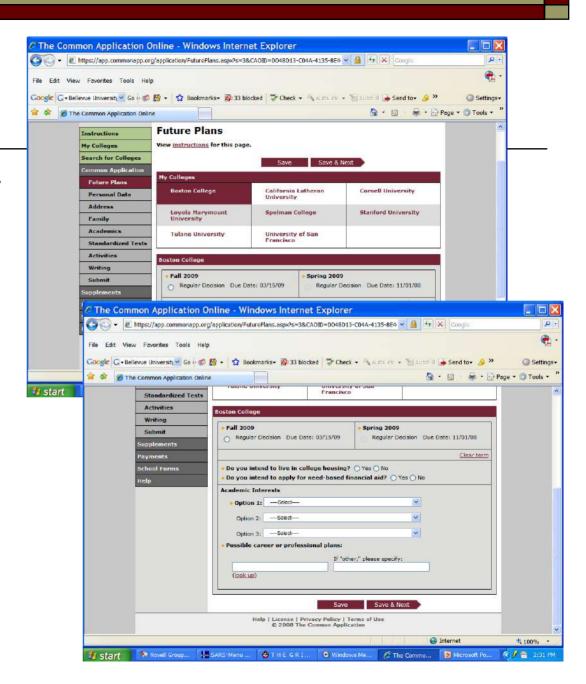
# Common Application

- The light grey items listed in the left-hand navigation menu represent the different sections of the Common App Online.

- You must complete the required questions in each of the sections of the Common App Online in order to submit the application.

- For more information about completing the application and about using the Common App Online system, check out the Instructions page or click on one of the links below for specific information.
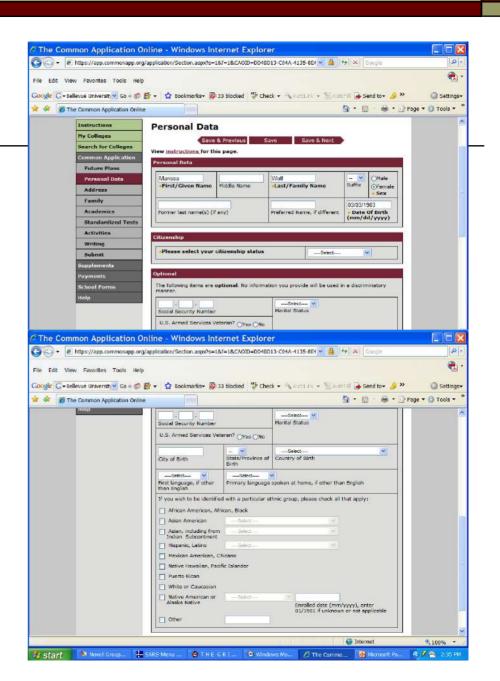
# Future Plans



□ **The Future Plans section of the Common App Online is unique in two ways.**

□ **First, it allows you to answer questions in your Common App differently for different colleges.**

□ **Second, it allows colleges to collect information that is relevant to their specific admissions processes, choosing to ask certain questions but not ask other questions.**
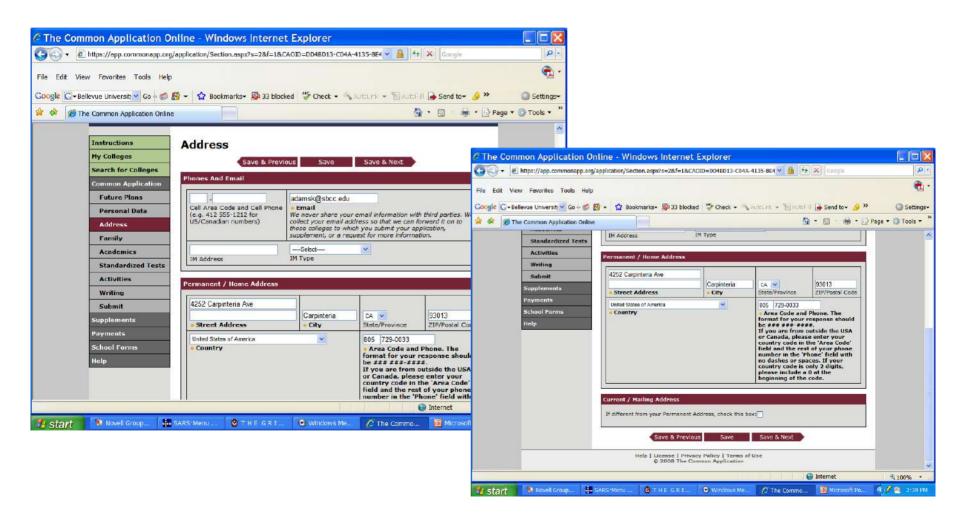
# Personal Data



☐ **Fields with a yellow dot (and bold font) are required and must be completed before you can submit your application.**

☐ **Additional questions may become required based on your answers to a previous question.**

☐ **Make sure you save your answers often. You may click the Save & Next button to save a section and proceed to the next section.**

☐ **You may move between sections by using the `Save &' Previous` and `Save & Next` buttons, or by using the navigation links on the link menu.**
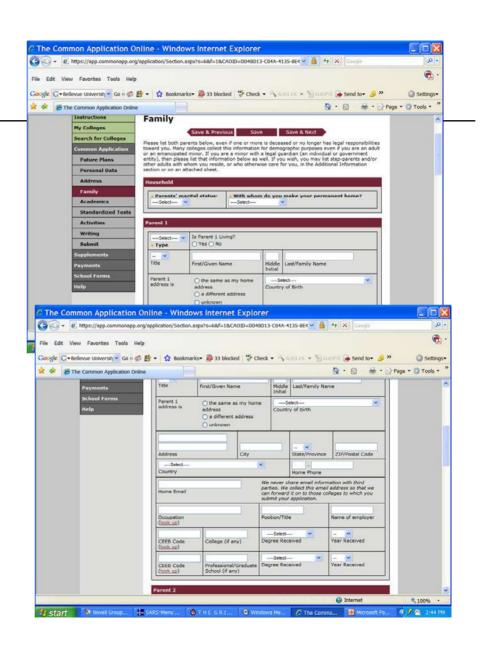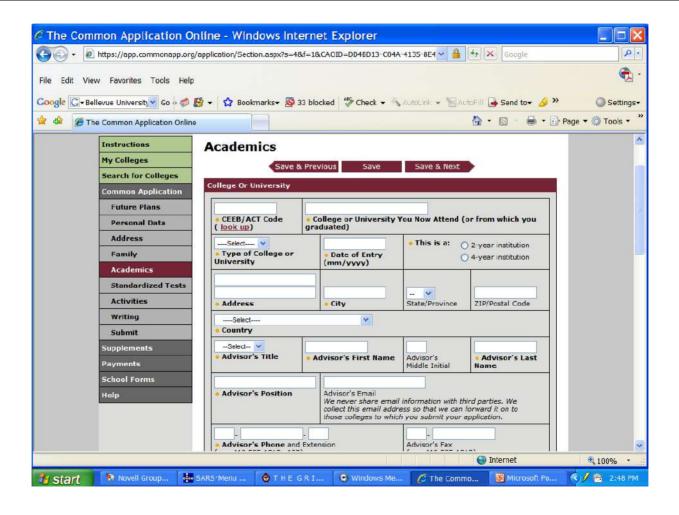
# Address

# Family

- 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 or on an attached sheet.

# Academics

# Academics, continued

# Academics, continued
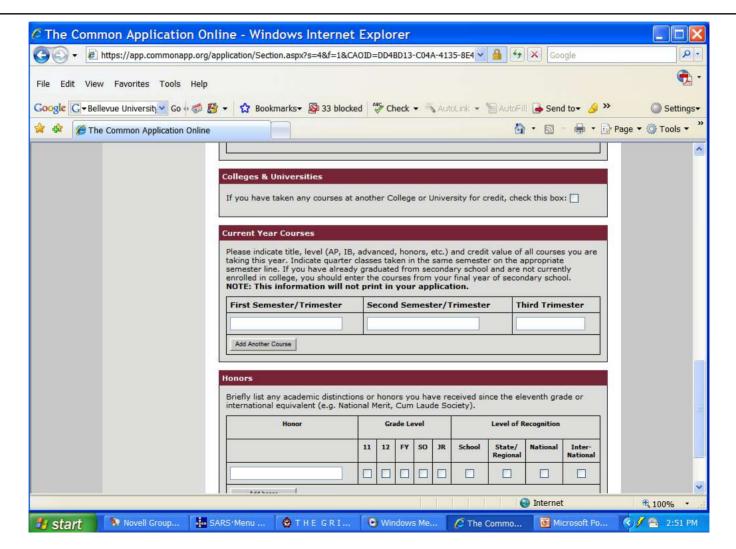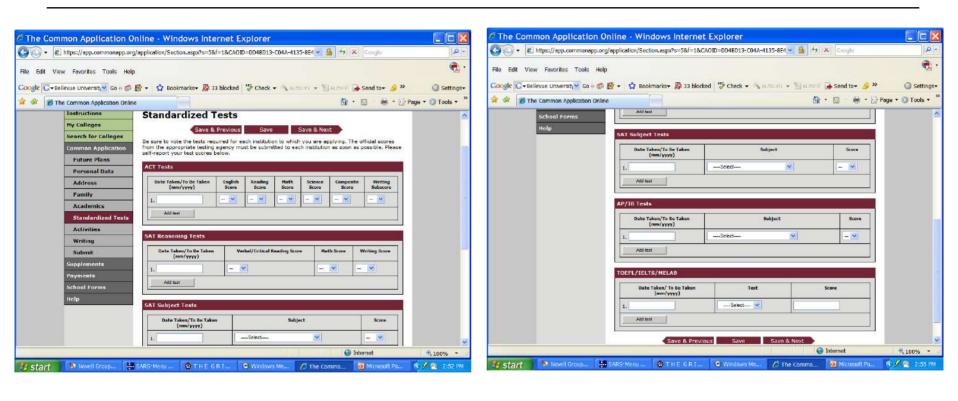
# Standardized Tests



- ☐ **Be sure to note the tests required for each institution to which you are applying.**

- ☐ **The official scores from the appropriate testing agency must be submitted to each institution as soon as possible.**

# **Activities**

## **Extracurricular**



- Please list your **principal** extracurricular, community, volunteer and family activities and hobbies **in the order of their interest to you.** Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc.

- **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a resume.**

- You can use the 'Add activity' button to list up to 7 activities; if you need more space, please use the Additional Information area of the Writing section.

# **Activities**

## **Work Experience**



- ☐ Please list **paid jobs you have held during the past three years (including summer employment). If still employed, leave the 'To Date' empty.**

- ☐ **You can use the 'Add job' button to list up to 3 jobs; if you need more space, please use the Additional Information area of the Writing section.**

# Writing

# Writing, continued

# Supplements - Instructions

# Payments – Credit Card or Fee Waiver



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; the link below will redirect you to their site to enter your payment information. Please click the link to pay your application fee online.

# Payments

- Many Common App member institutions require an application fee.

- Payment of this fee may be available online on this site, on the institution's website, or via check.

- If an institution that you have selected requires an application fee, this will be available on the 'Payments' section.

- If an application fee is required, you must submit this fee before your application package will be complete.

- Some member institutions require that you submit your application fee prior to submitting the Common App. If that is the case, you will see information about that requirement on the Future Plans and My Colleges page for those institutions.

# School Forms

# School Forms

• **There are a number of school forms that are required to be submitted with your application. These are outlined in the list below.**

• **Your school requests that you print these forms out, and you have completed the Personal Data and Address sections of the Common Application, some of the applicant information will be printed on the forms for you.**

• **Most institutions require multiple Instructor Evaluations. To determine how many are required for your selected institutions, please contact the institution directly.**

• **Make sure your secondary school counselor includes your high secondary profile and official transcript with their completed Secondary School Report.**

## FORMS

✓ **College Official's Report College Official (Dean, Advisor) College Official Report**

✓ **Instructor Evaluation College instructor or secondary school teacher Instructor**

✓ **Evaluation Secondary School Report Secondary School Counselor School Report**

# College Officials Report



**Applicant completes this section.**

# College Officials Report



**SBCC Counselor or Transfer Center Director completes this section.**

# College Officials Report



If you are completing only the questions pertaining to the applicant's disciplinary record, please provide the following information:

College official's name (Mr./Ms./Dr., etc.) _____
*Please print or type*

Signature _____ Date _____
*mm/dd/yyyy*

Title _____ College official's e-mail _____

College official's phone (_____) _____  College official's fax (_____) _____
Area Code   Number   Ext.        Area Code   Number   Ext.

① Is this applicant in good academic standing? ○ Yes ○ No

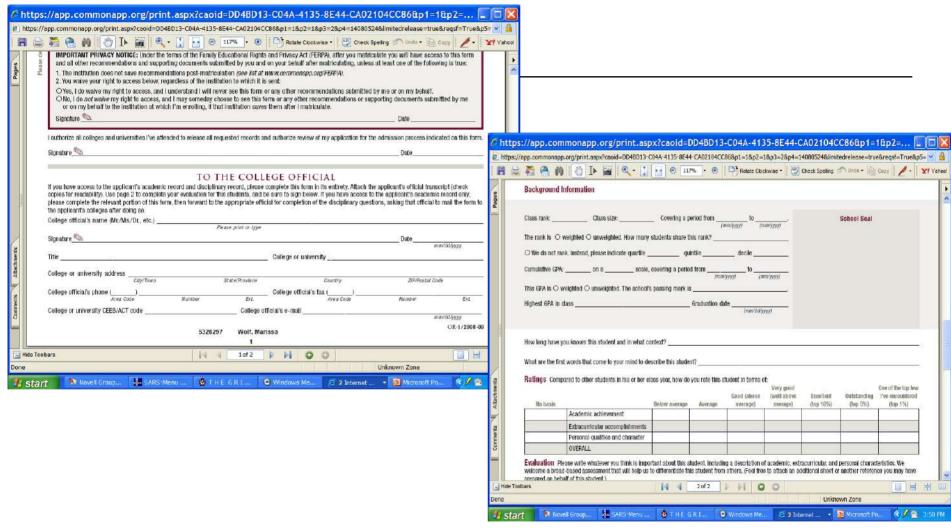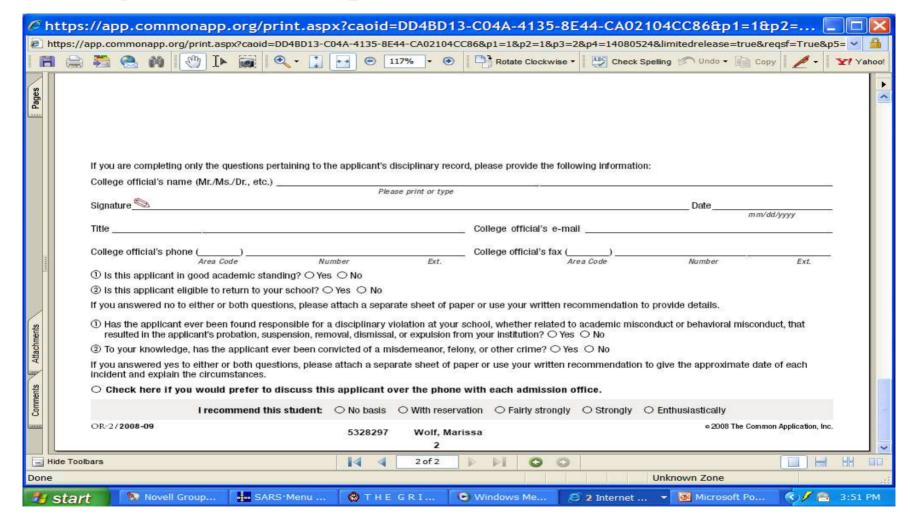② Is this applicant eligible to return to your school? ○ Yes ○ No

If you answered no to either or both questions, please attach a separate sheet of paper or use your written recommendation to provide details.

① Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution? ○ Yes ○ No

② To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? ○ Yes ○ No

If you answered yes to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

○ **Check here if you would prefer to discuss this applicant over the phone with each admission office.**

**I recommend this student:** ○ No basis ○ With reservation ○ Fairly strongly ○ Strongly ○ Enthusiastically

OR-2/2008-09        5328297    Wolf, Marissa        ©2008 The Common Application, Inc.
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**For this section, take form to Cindy Salazar, Campus Center 222, who will submit to designated Dean.**

# Submission Requirements

You may be required to complete and submit additional items prior to submitting the Common App. Items that may be required are:

- Arts Supplement, if you have elected to submit it online.

- Athletic Supplement, if you have elected to submit it online.

- Institutional Supplement, if required by institution.

- Application fee, if required by the institution.

# Submitting

- Once you have answered all required questions, you may submit your application. Click the 'Submit' button to submit your application - - this button can be found on the 'Submit' section.

- You must submit the Common App to each of your selected institutions. This can be done all at one time, or one at a time.

- After you have submitted your Common App, you may add additional institutions and submit your application to them, as well.

- Once you submit an application to an institution, you will no longer be able to change the information submitted to that institution.

- It is possible to change the information in an application before re-submitting the application to other institutions, but there is no need to do so unless you need to correct an error.

- In general, the Common Application is designed to be completed once and submitted to all a student's colleges at once or over a period of time.

# Printing Your Common App

☐ **You will be able to preview your Common Application prior to submission by clicking the 'Quick Print' link on the maroon bar across to top of the screen.**

☐ **It is your responsibility to preview your application prior to submitting it to ensure all your information is entered correctly.**

☐ **You will be able to print preview your application once you have answered all the required questions, except those in the Future Plans and Writing sections.**

☐ **Quick Print will not populate information in the Future Plans area of the PDF.**

☐ **Once you have answered all the required questions and you are ready to submit the Common App to an institution, you will be required to print preview the completed application for each specific institution.**

☐ **This print preview will include information from the Future Plans area, as well as the Arts and Athletic supplements, if applicable.**

☐ **Please do not print your completed application and mail it to the admissions office.**

# Financial Aid

- To apply for financial aid you must first contact your selected institution(s) and ask for their financial aid application.

- They may require you to send your parent/guardian's federal tax return and W-2 forms.

- You should also file the Free Application for Federal Student Aid (FAFSA), which is available from your secondary school or college, or online at **www.fafsa.ed.gov**.

- The FAFSA allows you to list the institutions to which you are applying by including their federal listing code number. You can obtain this by calling your selected institution(s).

# Questions??

- Come by the Transfer Center, SS 140 during Drop-In Advising hours for assistance.

- Before you submit the application, let a Transfer Center Advisor review your application.

- Need help with the college admissions essays?
  Go to **www.sbcc.edu/transfer** and click on "Events/Workshop Materials" for additional resources.

*Remember, you can do it!*