

Common Application Instructions

1. www.commonapp.org; Apply Now
2. CREATE AN ACCOUNT – Record your user name and password.
 - First/Given Name
 - Last/Given Name
 - I am a(an) – Applicant planning to enroll within the next 12 months
 - Address
 - Sex: M or F
 - Phone #
 - Date of Birth
 - I am applying as – First Year Student
 - license Agreement and Privacy Policy
3. Click the COLLEGE SEARCH tab to add college to your list. Click on MY COLLEGES to review contact information and application deadlines for schools of interest.
4. Click on a college and answer institution specific questions regarding early admission, financial aid, on-campus housing, supplements, etc.
5. Follow the menu-driven pages through each section. Click on “continue” to advance to the next page.
6. Click on COMMON APPLICATION and complete each section:
Profile:
 - Personal Information
 - Address
 - Contact Details
 - Demographics
 - Geography
 - Language
 - Citizenship
 - Scholarship Information
 - Common App Fee Waiver

Family

Education

Testing

Activities

Writing Essays – Type in word, spell check and copy and paste into the application.

To complete the application process, do the following:

1. Print out a copy of the application and review all information for accuracy.
2. Check each college for individual submission details (i.e. – deadlines, completion status, etc.)
3. Make payment and submit. NOTE: Once you “Submit” your application on cannot be altered. Submit only after you have checked and rechecked your work.