



## EASTVIEW HIGH SCHOOL STEPS TO SUBMIT

# THE COMMON APPLICATION

2017–2018

**Step 1: CREATE A USER ACCOUNT for the Common Application:** go to [www.commonapp.org](http://www.commonapp.org). Your Common App account should list ALL Common App colleges to which you are applying under 'My Colleges'. It is important to keep this list updated. Remember, not all colleges accept the Common App. If a college is an exclusive Common App user, you must use CApp to apply. For schools that do not utilize the Common App, follow the application instructions on the college's official website.

Write your **Common App** LOG-IN INFORMATION here:

Username (email address): \_\_\_\_\_

Password: \_\_\_\_\_

EASTVIEW HIGH SCHOOL's

CEEB Code is: **2 4 2 1 2 3**

**Step 2: COMPLETE THE 'FERPA WAIVER' [Family Educational Rights and Privacy Act].** The FERPA waiver is found in the 'Recommenders & FERPA' link in your **online Common Application**. You can only see the FERPA link once you **add at least one school to your account**. The waiver is a one-time task that must be completed before any electronic documents will be sent to any Common App colleges. *We recommend that you waive your right to access any records sent on your behalf.* Common App schools usually require 1 or 2 teacher recommenders. Your Counselor will also provide a School Report and *if requested*, a letter of recommendation. **EVHS is a NAVIANCE school, so recommender requests occur through NAVIANCE, NOT the Common App.**

**Step 3: COMPLETE THE COMMON APP ACCOUNT MATCHING PROCESS IN NAVIANCE** – Log into your Naviance Family Connection account. Click on the 'colleges' tab, then 'colleges I'm applying to'. The Common App Account Matching screen (blue box) is displayed at the top of the page. **Enter the email address you chose for the Common App account & your birthdate!**

**Step 4: CONFIRM COLLEGES IN YOUR APPLY LIST ON NAVIANCE** – In your NAVIANCE Family Connection account, click on 'colleges', then 'colleges I'm applying to'. **If matched**, colleges in My Colleges in Common App should now be listed in Naviance. **IMPORTANT: keep this list updated so we can track your applications** – Common App & non-Common App colleges! In Naviance, you **MUST** tell us how you are submitting your application - using Common App? Or, direct to institution?

**Step 5: TRANSCRIPTS** – Once you complete Steps 1-4, you may request official transcripts to be sent to your colleges. Log in to your NAVIANCE account. Open 'colleges' → 'colleges I'm applying to' → 'request transcripts'. Select from 'current applications' already in your apply list, or add schools under 'new applications'. Click **Request Transcripts** (bottom of the page).

**You must allow a minimum of 15 SCHOOL DAYS to process your Common App request!**

(Example: Application Deadline = November 1, 2017; Transcript Request Must Be Made By = October 9, 2017)

**NOTE:** For each transcript requested on Naviance, the Counseling office will send your Counselor's letter of recommendation (if requested), school report, and school profile to the respective college. You do NOT need to provide your teacher or Counselor with any recommender forms or School Report forms from Common App's website. (Do complete recommender surveys – see below.)

**IMPORTANT - There is a \$5 fee for each official transcript.** NOTE: Payment must be made through **ParentVUE/FeePay** to send transcript: <https://mn0196vue.tiescloud.net/mn0196/>

**Step 6: COUNSELOR FORMS/RECOMMENDATION** – All students **MUST** first ask their Counselor **in person**, and then complete the Counselor Recommendation Survey to obtain a Counselor recommendation. **About Me tab → Surveys to Take → Counselor Recommendation.** **You MUST send your Counselor an email to confirm your request.** Complete a resume in Naviance.

**Step 7: TEACHER RECOMMENDATIONS – IMPORTANT!!!** First you must **present yourself IN PERSON to the teacher to ask if they agree to write a letter for you.** If they say "YES", you must follow the steps listed in "Requesting Recommendations from EVHS Staff Members". (Recommendation guidelines - left side of home page in NAVIANCE) Teachers send recommendations directly through Naviance. **Indicate teacher recommenders in Naviance on the colleges page – this is absolutely required for the Common App! You must select which college(s) the request is for to avoid any confusion and to be sure you request only the number of letters accepted for each college.** **Be sure to THANK THEM and follow up on application results!**

**Step 8: You must submit your ACT and/or SAT scores directly from the testing agency to the college.** Log in to your account(s) on [www.actstudent.org](http://www.actstudent.org) (ACT) or [www.collegeboard.com](http://www.collegeboard.com) (SAT) to send scores. **EVHS does NOT send official test scores.**

**Step 9: Follow up!** To view the status of your application package, check the Common App website and NAVIANCE.