

A STEP-BY-STEP GUIDE TO THE COMMON APPLICATION



A Step-By-Step Guide to the Common Application

You're an excited high school senior ready to embark on the scary but thrilling journey of college applications, when you encounter something known as the Common App. As daunting as all of the sections of the Common App might seem, if done right, it can help ease the process. The Common App is divided into different sections:

- College Search & Selection
- Profile
- Family
- Education
- Testing
- Activities
- Writing
- Additional Information

We will take a closer look at the sections and provide tips for filling out each one. A very important factor to remember is that these upcoming sections apply for all of the schools on the Common App! All of the colleges you apply to within this platform will see the same information that you've filled out in the Family section or Activities section of the Common App. Therefore, do not write anything specific to any one of the schools. You can tailor your responses in the college-specific sections that come up once you have chosen a school, but the following will be sent to all of the schools on your list.



The Different Application Systems

Students apply to different colleges through application systems such as the Common Application, the Coalition Application, The University of California Application, ApplyTexas, or school-specific applications, such as the one for MIT. Below is a list of all the schools that do not accept the Common App.

University of California Schools

- UC Berkeley
- UC Davis
- UC Irvine
- UCLA
- UC Merced
- UC Riverside
- UC San Diego
- UC San Francisco
- UC Santa Barbara
- UC Santa Cruz

ApplyTexas Schools

- Abilene Christian University
- Angelo State University
- Austin College
- Baylor University
- Concordia University
- Dallas Baptist University
- Hardin-Simmons University
- Houston Baptist University
- Huston-Tillotson University
- Lamar University
- LeTourneau University
- McMurry University
- Midwestern State University
- Our Lady of the Lake University
- Prairie View A&M University
- Sam Houston State University
- Schreiner University
- Southern Methodist University
- Southwestern University
- St. Edward's University
- St. Mary's University
- Stephen F. Austin State University
- Sul Ross State University
- Tarleton State University
- Texas A&M University
(at College Station, Laredo, San Antonio, Galveston, Central Texas, Corpus Christi, Kingsville, Texarkana)
- Texas Christian University
- Texas Lutheran University
- Texas Southern University
- Texas State University
- Texas Tech University
- Texas Wesleyan University
- Texas Women's University
- Trinity University
- University of the Incarnate Word
- University of Dallas
- University of Houston
- University of North Texas
- University of St. Thomas
- University of Texas
(at Austin, Dallas, El Paso, San Antonio, Tyler, Rio Grande Valley, Permian Basin)
- West Texas A&M University

School-Specific Applications

- American International College
- Auburn University
- Ball State University
- Berea College
- Bloomsburg University of Pennsylvania
- Brigham Young University
- Brooklyn College
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- California State University
- City College of New York
- Clemson University
- College of Charleston
- Deep Springs College
- Duquesne University
- Elon University
- Embry-Riddle
- Fashion Institute of Technology
- Florida Atlantic University
- Florida A&M University
- Florida International University
- Georgetown University
- Golden Gate University
- Grove City College
- James Madison University
- MIT
- Rutgers (All campuses)
- University of Arkansas
- University of Georgia
- University of Florida

The Common App can seem overwhelming at first glance, as there are many sections. To help you keep better track of your deadlines the Common App has a First Year Requirements Grid with the deadlines and necessary documents for each school.

Preparing to Fill Out the Common App

To fill out the Common Application, make sure you have all of the information with you. You will need:

- Your high school transcripts
- A list of your extracurricular activities
- Your parents' or legal guardians' employment information, education, etc.
- Your test scores
- Contact information for your recommenders and guidance counselor

Start collecting the documents and asking for recommendations **ahead of time**. Your teacher or counselor cannot write a recommendation on the spot if you only give them a days' notice. You should ask them as early as the beginning of your grade 12 year.

Remember, each section is very important, not only individually, but how they work together to paint a more thorough picture of you as an applicant. Do not rush through these details. Think about all of these logistics carefully, and you will set yourself up for success as you fill out the Common App.



Registration

The first step is to create an account through the CommonApp website.

Fill out all your contact information

- **Email address** - use a email address that you check often. Make sure it's a professional email address since colleges and universities may need to get in touch with you during the application process.
- **Home Address** - This must be your home address, NOT your school address.
- **Legal Name** - This must be the name found on your passport and any standardized test you take. Colleges and Universities will match documents to make sure it is the correct person.

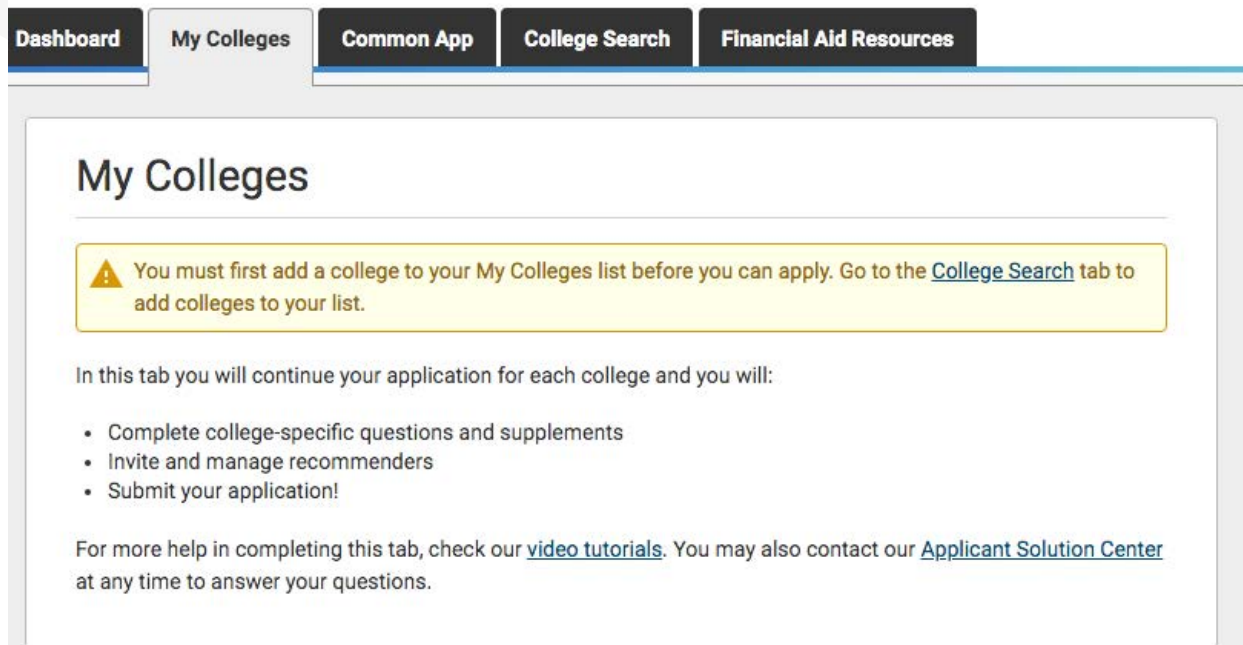
Next, tell CommonApp who you are!

Once you fill out all your information, and press **create account**, you will be brought automatically to your Dashboard.

My Colleges

Under “My Colleges”, you will select the colleges to which you will apply. Remember that the words “college” and “university” mean the same thing in America. In order to populate the “My Colleges” section, you will need to select the colleges you wish to attend using the “College Search” tool.

Tip: Add all of the colleges you’re thinking of applying to in order to get email alerts. You can always go back and add or remove if you change your mind.



Dashboard | **My Colleges** | **Common App** | **College Search** | **Financial Aid Resources**

My Colleges

⚠️ You must first add a college to your My Colleges list before you can apply. Go to the [College Search](#) tab to add colleges to your list.

In this tab you will continue your application for each college and you will:

- Complete college-specific questions and supplements
- Invite and manage recommenders
- Submit your application!

For more help in completing this tab, check our [video tutorials](#). You may also contact our [Applicant Solution Center](#) at any time to answer your questions.

Search for Colleges

The “College Search” tool is also useful if you aren’t sure which universities you are interested in. You can search by state, area, deadlines and more. You can also see profiles of the colleges if you want additional information.

Once you input your criteria, your search will generate a Result List.

You can then learn more about the university, including:

- Application Deadlines
- Fees
- Test Policy (this is for domestic students, please check with Rosedale for specific schools)
- Recommendations required, etc.





← Search results

Baylor University

Contact Info [Add to My Colleges](#)

Phone: [\(254\) 710-3435](tel:(254)710-3435)
Email: admissions@baylor.edu
Address: *One Bear Place #97056*
Waco, TX 76798
USA

Links: [College Website](#) · [Virtual Tour](#) · [College Navigator](#)

Application Deadlines

Fall 2020	Spring 2020
First Year Early Decision - 11/01/2019 Early Action - 11/01/2019 Regular Decision - 02/01/2020	First Year Regular Decision - 11/15/2019

If after exploring the profile you decide you'd like to apply to this university, you must either click "**Add to My Colleges**".

It will now be available in your "My Colleges" section.

Once you add that university, return to the "College Search" tab to add any additional universities to which you plan to apply.

Once you've added your Colleges, go to the "Common App" tab to fill out your personal details.

Profile

Click the Common App tab to get to your Profile. The Profile section helps the admission officers get an overview knowledge of your background. While this portion might seem very straight forward, these fundamentals matter. As an applicant, there are some important choices you have to make here. Through the following questions admissions officers get a substantial idea of who you are and where you are from. The Profile section asks for:

- **Personal information** - Make sure to fill out this section very carefully, as it's easy to mix up information such as your first name and last name. This section allows you to put in a nickname if applicable, your name in another language if you have one, and if you've used any other names previously. It also lets you elaborate more on your gender identity if you don't identify as male or female.

Personal Information ▼

Address ▲

Permanent home address*
222 BROOKLYN ST
WINNIPEG, MB R3J 1M2
Canada

↻ Change
✕ Remove

Alternate mailing address (e.g. if you attend a boarding school or use a different mailing address)*

No alternate address
 Send mail to a temporary or alternate address

Clear Answer

Continue

Contact Details ▼

Demographics ▼

Geography ▼

Language ▼

Citizenship ▼

Common App Fee Waiver ▼

- **Address** - The Common Application has options for your permanent home address, as well as an alternate address if you have multiple addresses. For example if you go to boarding school, you can check the “send mail to temporary or alternate address” box and write your school's address.

Alternate mailing address *

No alternate address

Send mail to a temporary or alternate address

[Clear](#)

- **Contact details** - The contact details section lets you add your preferred phone number, as well as any alternate numbers where you can be reached.

- **Demographics** - Filling out the Demographics section is optional. However, if you choose to do so, it helps colleges get a better idea of the race distribution in a class year.

▼ Demographics

Religious preference

U.S. Armed forces status

Are you Hispanic or Latino?
 Yes
 No

[Clear](#)

Regardless of your answer to the prior question, please indicate how you identify yourself. (Select one or more)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

The questions in this section, while helpful to colleges, are entirely optional, and you're welcome to move on without answering them. Before you do, please confirm for us that you've completed this section to your satisfaction. *

Yes, I have completed this section to my satisfaction.

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- **Geography** - This section asks for your country of birth, city of birth, and how many years you've lived in and outside the United States. As you can tell, it is pretty straightforward and gives you a bigger picture of where you're from and where you grew up.

▼ Geography

Country of birth *

City of birth *

Number of years you have lived in the United States *

Number of years you have lived outside the United States *

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You might not have been expecting to talk about your religious preferences or feel comfortable doing so. The religious preferences drop down menu includes many different practices along with “none.” Listing your religion will not hurt your chances of getting into college.

- **Language** - You do not have to be fluent in a language to add it to your Common Application. The application asks for your proficiency so you can write whether you can only read and write or speak the language. Include all languages that you speak (including English).

- **Citizenship** - You have to select your citizenship status from a drop-down menu. If you are not a US citizen, choose **Other (Non-US)**. You will be asked to list your citizenship, and check whether you *currently* hold a US Visa.

Some colleges, for example MIT, read applications by citizenship. The question thus sets a context for your entire application process.

- **Common App fee waiver** - You can receive a Common App fee waiver if one of the following applies to you:

- I have received or am eligible to receive an ACT or SAT testing fee waiver
- I am enrolled in or am eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL)
- My annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
- I am enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
- My family receives public assistance
- I live in federally subsidized public housing, a foster home or am homeless
- I am a ward of the state or an orphan
- I can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader

If you qualify for the fee waiver, don't hesitate to check the box. Talk to your guidance counselor if you have any questions about whether or not you qualify.

Family

The family section is divided into:

- Household
- Parent 1
- Parent 2
- Sibling

For filling out information about your parents, you need to know your parents' marital status, their profession, their educational background information (including their school and graduation year), and their employment status (whether they are employed, retired, homemaker, or deceased).

Your family background is a big part of providing admissions officers a greater context of who you and where you come from. They want to know if you were raised by a single parent, whether you grew up in a divorced home, whether one of your parents have passed away. This information helps provide admissions counselors with context regarding your familial circumstances. There is no specific answer that colleges are looking for -- it will just help them understand your background better.

They also want to know whether you have a sibling and whether you're the oldest or the youngest sibling.

To describe your parents' and siblings' level of education, you can use this chart for help to understand US terms:



US options found on the Common App	Canadian equivalents
Grade school	Elementary and Middle school
Some high school	Some high school (no diploma gained yet)
High school diploma or equivalent	Completed high school - received an OSSD
Business or trade school	College diploma
College	University degree

Education

The Education section asks for the following information:

- **Current or most recent secondary school** - For your current school, you will indicate **Rosedale Academy** as your current school. You will need to input Rosedale Academy's address as it is not found in the search function. Rosedale is **not** a boarding school. Indicate when you started at Rosedale, and whether you plan to graduate from Rosedale.

▼ Current or Most Recent Secondary School

Current or most recent secondary school *

Date of entry *

Month ▼

Year ▼

Is this a boarding school? *

Yes
 No

[Clear](#)

Did or will you graduate from this school? *

Yes
 No

[Clear](#)

Please indicate if any of these options will have affected your progression through or since secondary school. Check all that apply. *

Did or will graduate early

Did or will graduate late

Did or will take time off

Did or will take gap year

No change in progression

This section also asks for your counselor's information. Don't forget that your counselor writes a letter of recommendation alongside your teachers.



Counselor's prefix

Counselor's first name *

Counselor's middle initial

Counselor's last name *

Counselor's job title *

Counselor's email

Counselor's phone

Secondary school 2 *

Secondary school 2 from date *

Secondary school 2 to date *

Please provide details about why you left each of the above secondary schools. *

✘ Please complete this required question.

B I U

Words entered: 0 Min: 1 / Max: 250

- **Other secondary schools** - Here you will list the schools you attended in Grade 9, 10 and 11. Make sure to be clear in writing why you switched to Rosedale in the 250 word limit given. One thing that can be written is regarding why you wanted to pursue a Canadian education.

If you have attended any secondary schools not listed in the previous section, please indicate the number of schools. *

✘

- **Colleges and universities** - In the Colleges and Universities section, admissions officers want to know whether you have taken classes at any college or universities. It is recommended that you leave these sections blank even if you have attended another college or university.

If you have ever taken coursework at a college or university, please indicate the number of colleges. *

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- **Grades** - The Grades section asks for your class size and class rank (if you have one) for more context on your student body. For Graduating Class Size, you will use Rosedale's Graduating Class Size of **175**.
- Please note that you will leave the class rank and GPA questions blank as Rosedale does not report these.

- **Current or most recent courses** - for “How many courses would you like to report?” you should first select all the courses you have taken or will take in Grade 12.
- For selecting the course scheduling system your institution is using, there is the option of either “semester” or “trimester.” If you take 2-3 courses at a time, you are in a *trimester* system. If you are take 4 courses at the same time, you are in a *semester* system. **Leave the level blank.**

▼ Grades

Graduating class size (approx.) *

Class rank reporting

Cumulative GPA

GPA scale

GPA weighting

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Please list all courses you are taking this academic year. If you are not currently enrolled, please list courses from your most recent academic year.

How many courses would you like to report? *

Please select the course scheduling system your institution is using. *

Course 1 title *

Course 1 level, if applicable

Course 2 title *

Course 2 level, if applicable

Course 3 title *

Course 3 level, if applicable

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- **Honors** - The Honors section is for you to put in any academic awards or achievements that you have earned starting from the ninth grade. This could include anything from a science award to an article in an economic journal. Since there are exactly five slots, if you have more than five awards, prioritize your achievements, and list the most unique and impressive ones. If you have less than 5 awards you can stretch the definition of “academic” to include more honors, for example if you’ve won first prize in a regional or national art competition. If you have more than 5 awards, try to think of ways to combine them. Make sure these do not overlap with the answers in your Activities section!

Keep your description short and to the point, as you can only use 100 characters per award for this section. Always put the achievement with the biggest impact on top. Make sure you do your best to take full advantage of this section.

If you have received any honors related to your academic achievements beginning with the ninth grade or international equivalent, please indicate number of honors. If you received more than five, please add the five most important to you. *

1

Honors 1 title *

Grade level

- 9
- 10
- 11
- 12
- Post-graduate

Level(s) of recognition

- School
- State/Regional
- National
- International

A list of honors that could be included are

- National Merit Scholar
- Member of an Honor Society
- Award winner for writing, art, photography, music etc.
- Publication in research papers, journals, newspapers
- Athletic character recognition awards
- Any state, national or international award that you have won in high school

A good example of listing an honor within the given space is: “1st Place, Intel ISEF, for inventing “Robocop”, robotic biomechanical law enforcement wearable unit”

Within just 99 characters, the student highlighted not only what the prize was but what the prize was for. Abbreviating “first” and the title of the Engineering Fair helped reduce characters. The purpose of the robot reflects the applicant’s application persona as a student who is interested in engineering and passionate about social justice.

- **Community-based organizations** - This is the place to indicate whether any community based organizations such as Questbridge or Upward Bound have helped you with your application. For this case, choose 0.

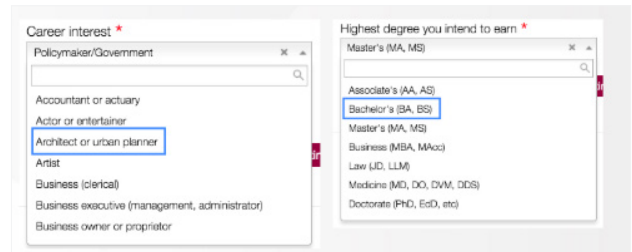
Indicate the number of community programs or organizations that have provided you with free assistance in your application process. *

Select

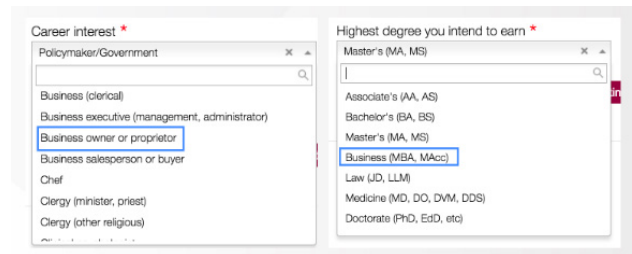
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- Future plans** - The Future Plans section can be daunting. Don't worry about committing to your future life path in this section. Many high school students don't know exactly what they want to do. Plans made in high school often change, and that is okay. The important step is to make sure you do not select "Undecided." Think about what you are passionate about, what courses you are excited to study, what activities you enjoy. Leaving the answer as "Undecided" will show admissions officers that you have not put much thought into your interests or future career choices.

Your choice of program and your intended career should have a connection. Individuals whose passions, interests, and career goals are more specific are more likely to be accepted, so think about how you can be focused with this section. For example, if you want to be a lawyer, specify a type of law. Just saying "lawyer" can sound very generic and common. For example, a student who is interested in Art and Engineering can combine both interests and choose Architecture as a career interest in the Future Plans section.



A student who is interested in business and starting her own company one day can select "Business owner" as part of the Future Plans section.



Testing

The Testing section asks you to self-report any tests you have taken, whether standardized tests such as the SAT or ACT (choose the one that is best for you), or tests based on what you've studied in high school, such as the AP or IB, or tests which show your English language proficiency, such as IELTS or TOEFL.

Make sure to look at each of your colleges' test requirement policies. When self-reporting your test scores, you must be honest. You also have to order your scores to be sent from the Collegeboard or the ACT websites to each individual school.

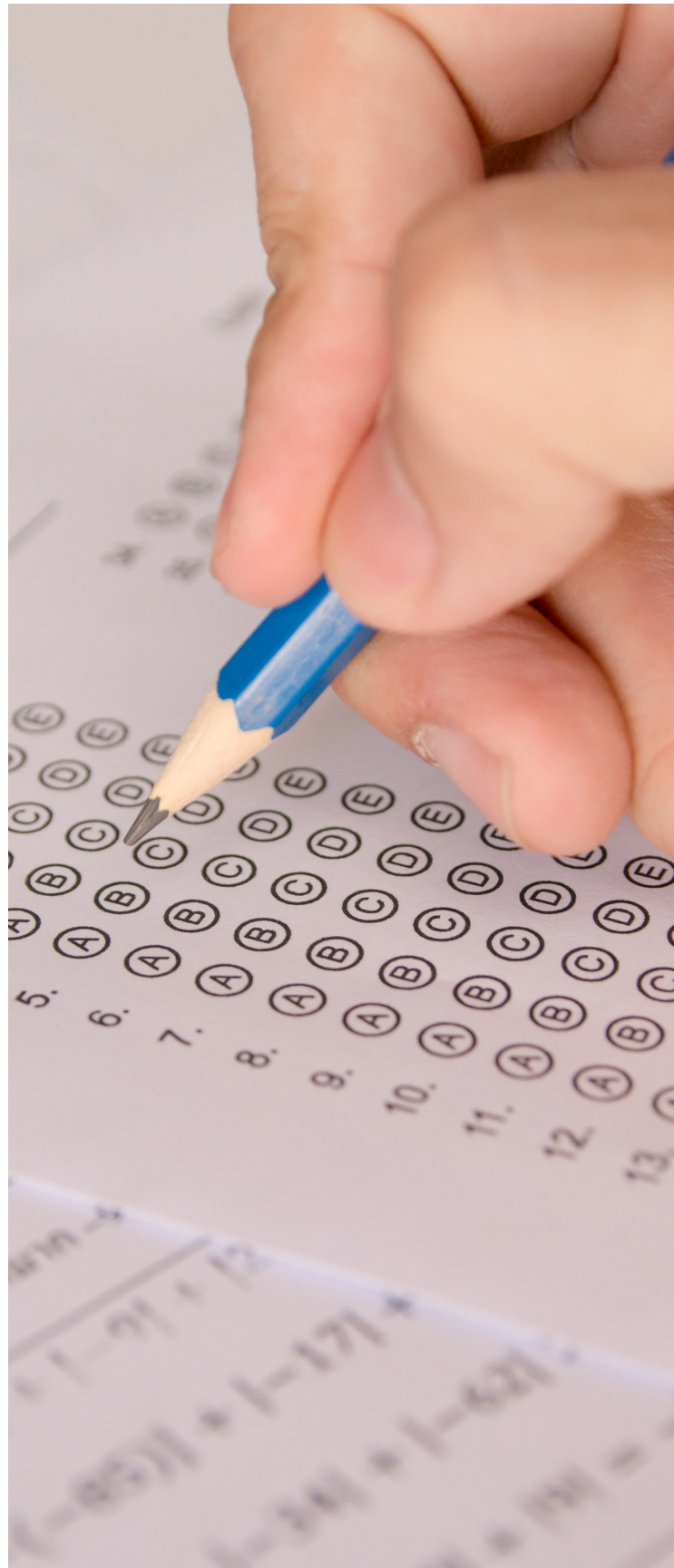
Many universities/colleges do not require SAT tests for Ontario students. If you are only applying for schools that do not require SAT tests, you can click NO for the first section.

For the International applicants section - answer **no**, as Ontario schools do not have standardized leaving examinations.

International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board? (Students studying in the US typically answer no to this question.)

- Yes
- No

Clear Answer



Activities

The Activities section allows you to write about up to ten activities that you've participated in throughout high school. You only get 150 characters to sum up each activity, so make sure you are optimizing the space by summarizing your role and impact in each activity. The section asks for the following information:

- Activity type
- Position/leadership description + name of organization
- Activity description
- Participation grade levels: 9, 10, 11, 12
- Timing of participation: all year, summer, school break, etc.
- Hours spent per week
- Weeks spent per year
- Intent to continue in college: yes, no



For Activity type, the Common App provides you with a list to choose from. The options available are:

- Athletics: Club
- Athletics: JV/Varsity
- Career Oriented
- Community Service (Volunteer)
- Computer/Technology
- Cultural
- Dance
- Debate/Speech
- Environmental
- Family Responsibilities
- Foreign Exchange
- Journalism/Publication
- Junior R.O.T.C.
- LGBT
- Music: Instrumental
- Music: Vocal
- Religious
- Research
- Robotics
- School Spirit
- Science/Math
- Student Government/Politics
- Theater/Drama
- Work (Paid)
- Other Club/Activity

The activities list gives admissions officers a concrete idea of how you spend your time. With the hours, make sure you are being reasonable, even if it might be difficult to put down the exact hours if there is not a consistent number. Admissions officers can count and will notice if your participation hours exceed the number of hours in a week!

In the description itself, use strong verbs and be as specific as possible. Your achievements should be tangible or quantifiable. The following are the most important points when considering what to put in your activities list:

- **Leadership** - When listing your activities, make sure you prioritize leadership positions - whether you have started an organization, led a team, or been president of a club. The order in which you list your activities matters. Founding an organization usually takes precedence of being president of a club. If you have been a member of a common activity such as Model UN team or debate club, this should not go on top of your list of activities.
- **Tangible Achievements** - It is always very helpful to quantify your achievements as much as possible - for example if you have raised a certain amount of money for an organization, or you've helped recruit 30 members, or led a team of 20 athletes. Using numbers throughout your descriptions helps admissions officers immediately grasp the impact that you've had.
- **Sustained Involvement** - The participation grade levels and timing/hours spent on the activity shows admissions officers exactly how much you have committed to your involvement in the activity. Longer involvement shows that you have truly dedicated the time to honing your leadership skills or nurturing community in your organization, which are skills and qualities that will help you in college.

- **Your Application Persona** - Activities should for the most part support your application persona. If the overall theme of your application, for example, surrounds an interest in art and writing, an award you might have received in chemistry would not look best on top of your activities list.

A successful Activities section should look like this:

Activities	
Community Service (Volunteer)	
9, 10, 11, 12	Co-Founder of Little Orange Lantern Project
Break	Teaching Beijing migrant & Yunnan mountain school students; Donated 20,000+ books and raised >¥80,000 via social media campaigns & events
70 hr/wk, 6 wk/yr	
Continue	
Research	
9, 10, 11, 12	Internships in Public Health Policy at Yale & JHU
Year	Analyzed social obstacles to Chinese & Indian health reform (Dr. Worthington); grant-seeking for Chilean health tech (Dr. Rusoja) [see add'l info]
2 hr/wk, 30 wk/yr	
Continue	
Community Service (Volunteer)	
9, 10, 11, 12	Co-Head of Amnesty International Club
School	Spearhead ongoing dialogue between campus orgs. (Gender/LGBT equality orgs); Raise awareness & funds for Amnesty initiatives (Write for Rights)
1.5 hr/wk, 36 wk/yr	
Continue	

The student has listed the project that they founded at the very top. They maintained this activity from the beginning of high school. There is a brief but clear description of the Little Orange Lantern Project, along with quantified examples of how many books they donated and how it was done.

The student also included their Internship under professors that they conducted throughout high school. Third, the applicant talked about their responsibilities as co-head of the Amnesty International Club. While a lot of schools have Amnesty International Clubs, this student's contribution to their school's club was unique and tangible.

Writing

The writing section requires the following:

- Personal essay
- Disciplinary information: disciplinary violation at any educational institution, misdemeanor, felony
- Additional information

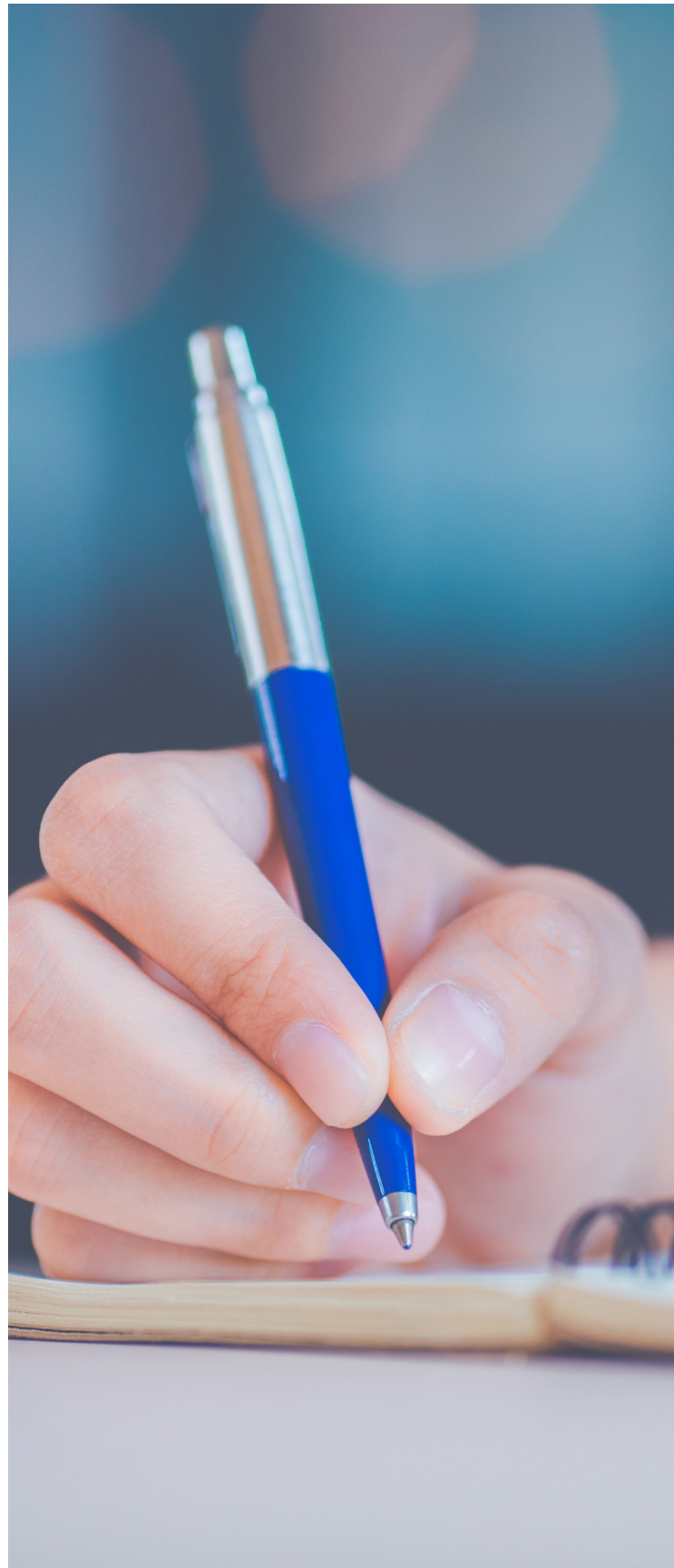
The personal essay plays a crucial part in showing colleges who you are, and it has a strict word limit of 650 words.

You will have **one** personal essay to complete that will be sent to ALL of the universities that you apply for through Common Application.

Do not make your personal essay specific to one college or program. Remember, all the schools you apply for will see the same essay.

Examples of prompts for the personal statement are as follows:

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?



4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a **topic, idea, or concept you find so engaging** that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?

Brainstorming Your Essay

When brainstorming your personal statement, remember your application persona. How does your personality tie in to your application persona. Ask yourself questions. How can you take advantage of the prompt to provide your reader with a sense of your personal growth? When choosing your topic, it is very important to remember that the admissions officer will be reading thousands of applications. Think about topics to avoid. Do not write about middle school achievements, about others' achievements, or try to accomplish too much.

You want to stand out, you want to tell your story, and share some of your biggest passions and important parts of your life. If you talk about a debate competition that you almost didn't win, admissions officers might not be very engaged or impressed. Lots of applicants win debate competitions. Think strategically about how you can differentiate yourself.

Narrative Structure

As for the actual writing, pay attention to your narrative structure. Narrate your story by showing the reader your personality and emotions instead of telling. Provide the reader with a theme or a takeaway message. Show them how you've grown stronger or how your topic has changed your perspective.

Proofreading

Proofread and make sure you've used correct grammar. Avoid clichés and overusing figures of speech. Make sure your essay captures the reader's attention from the very first sentence. Tie in your essay with a common theme. You don't have to specifically mention your application persona at every step, but strategically choose your topic to market who you are to admission officers.

There is always room for edits. You can read your application out loud and see if everything makes sense. Ask a parent, friend, or mentor to read your application for errors that you might not have caught. Printing out and proofreading can also help you spot errors you might have missed while reading from a screen.

You want to spend as much time as possible thinking about your topic and working on your essay, through as many drafts as you can. Start early, and you will find that the process is much less overwhelming.

Additional Information

The additional information section asks the question:

Do you wish to provide details of circumstances or qualifications not reflected in the application? You may use the space below to provide any additional information you wish to share.

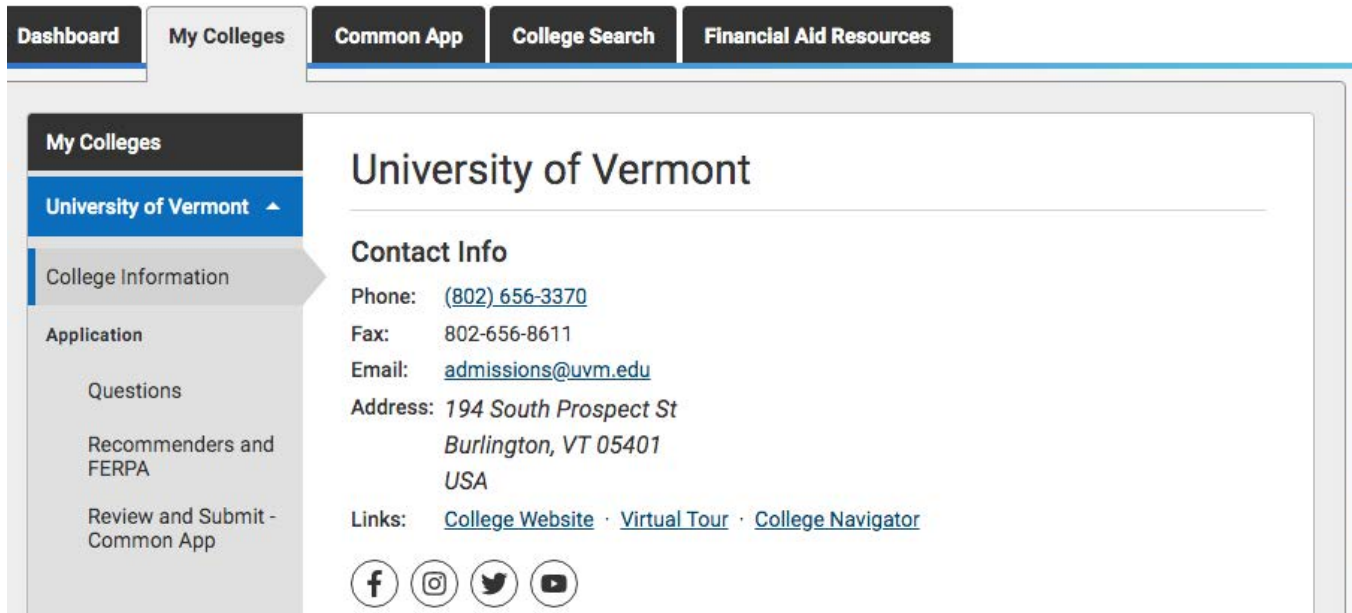
You should always be very careful when filling out this section. Admissions officers go through a lot of applications. You do not want to waste their time with something that could have been mentioned elsewhere in the Common App. It could be used to provide context on whether there is a particular trend in your GPA, or whether any unforeseen circumstances, such as illness or a death in the family, impacted your school performance. You could use it to build upon any research abstract or include your art or writing portfolio. You could also use it to address any disciplinary action that might exist on your record.

This section is not a place to extend your personal essay or add to your activities list. Those word limits and guidelines exist for a reason. You absolutely do not have to fill out this section if you don't have anything else to add. It will not make or break your application.



My Colleges

Now that you've completed the standard information for your application, you will be able to finish your university selections. To do this, go back to the "My Colleges" tab.



The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'My Colleges' tab is active. On the left, a sidebar menu is open, showing 'My Colleges', 'University of Vermont' (selected), 'College Information', 'Application', 'Questions', 'Recommendations and FERPA', and 'Review and Submit - Common App'. The main content area displays the 'University of Vermont' page with the following contact information:

University of Vermont

Contact Info

Phone: [\(802\) 656-3370](tel:8026563370)
Fax: 802-656-8611
Email: admissions@uvm.edu
Address: 194 South Prospect St
Burlington, VT 05401
USA

Links: [College Website](#) · [Virtual Tour](#) · [College Navigator](#)

Below the links are icons for Facebook, Instagram, Twitter, and YouTube.

In order to submit your application, you must first complete the university-specific questions and assign your recommenders for each college. You may also be required to complete a university-specific supplement for those that require them.

In the "My Colleges" tab, select "Questions" from the panel on the left side of the college from your list that you are applying to.

Questions:

The questions in this section will vary from university to university. You should answer them as best as possible.

Under the **General tab**, you will need to select your "Preferred Start Term" and "Preferred Admission Plan" to decide whether to apply Early Decision, Restrictive Early Action, Early Action, or Regular Decision. It is recommended that all Rosedale students apply through Regular Decision. You will be also

Recommendations and FERPA:

This section will be where you give information about your two teachers and guidance counsellor who will recommend you and provide your school forms to the universities to which you are applying.

Your counsellor will need to submit a school profile, transcript and evaluation on your performance in a broader manner through the School/Final Reports. The two teachers you select will submit a more specific recommendation letter primarily about your academics and potential.

Make sure to inform your references in advance, and make sure that the email address you submit is correct. Login information for the forms will be sent out to them via email through the Common App system (you do not have to send the forms to them yourself), so it is vital that you have the correct information.

In this section, you will authorize your school to release your academic information. We recommend that you **waive your right to access in the Privacy Notice** to maintain credibility of your recommendation letters in the eyes of the university. Then you will e-sign and date the form.

Release Authorization

1 Instructions > 2 Form

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I invite my first recommender.**

Signature **Date**

After saving, you will be taken back to a page that allows you to invite counsellors and teachers. Ensure you submit the correct email addresses for your recommenders.

Your teachers and counsellors will need to write a recommendation for each school you apply to.

School Specific Essays - A lot of schools have specific questions that they want to ask about your interest in their campus and course offerings specifically. They want to know that you have researched the school and that you are genuinely interested. These questions can include what major you want from their list of majors, and what activities you would partake in at the college. They can also include supplemental essays, usually asking why you want to attend their school. Always be as specific as possible in these essays.

There are countless ways in which you can answer how and why a college appeals to you. For example, if the school you're applying to is a liberal arts college, you can highlight how the community or small faculty to student ratio appeals to you. If you're applying to an engineering school, talk about the equipment and facilities available. Mention specific faculty members you might want to do research with. If you're an athlete, talk about the importance of the team's spirit if it appeals to you. Talk about alums who have inspired you, about extracurricular opportunities that resonate with you, and how the location might be of importance. If you visited campus, write about what you enjoyed.

Submitting Your Application

In the "My Colleges" section, you will see that below "Questions" and "Recommenders and FERPA" there is a tab called "Review and Submit". It is here where you can submit your applications to one or more of your schools.

After clicking, you will be able to pay your application fees, and submit your application.

Good luck!

