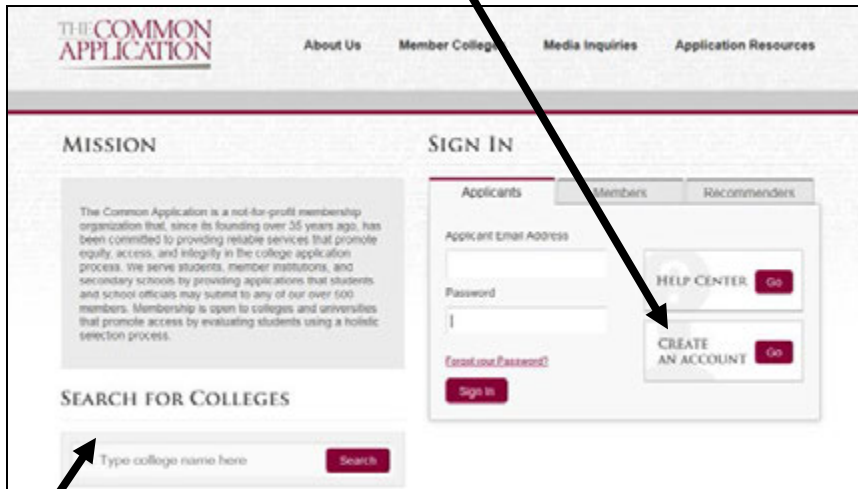


# Submitting Your Common Application

Start with **CREATE AN ACCOUNT** at: [www.commonapp.org](http://www.commonapp.org)

Remember your email address and keep your password private and in a safe place

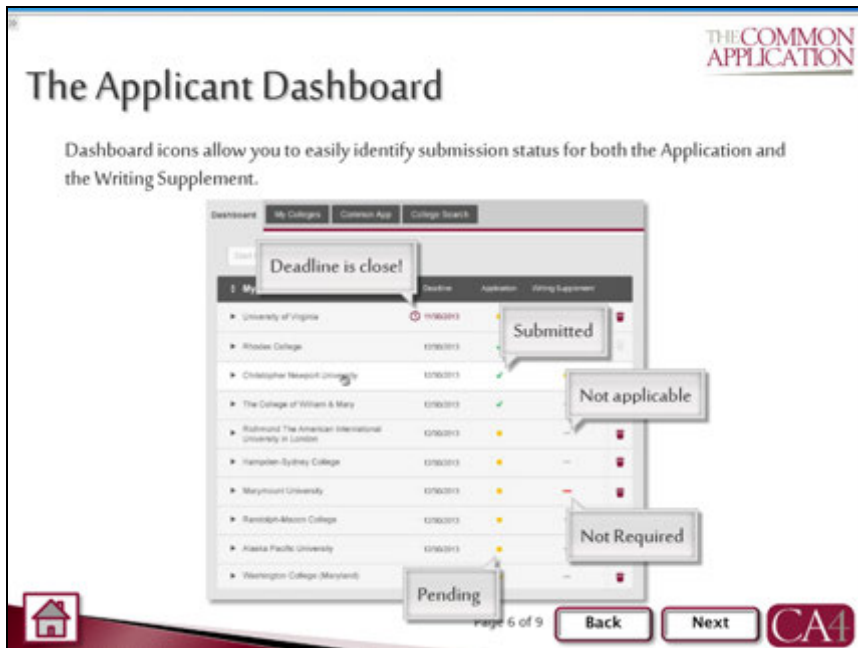


Use the **SEARCH FOR COLLEGES** box to find the colleges you are applying to. Add each college to your **MY COLLEGES** list.

Your **DASHBOARD** is what you see when you log in and is where your college list appears. This is where you will manage and track the progress of your applications.

Use this tutorial as reference:

[https://www.commonapp.org/eLearning/Managing\\_Your\\_CA.htm](https://www.commonapp.org/eLearning/Managing_Your_CA.htm)

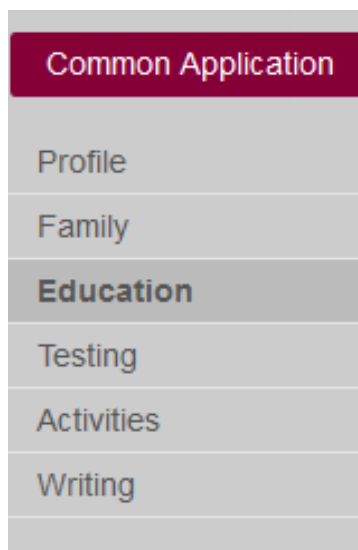


Follow The Common Application on Facebook and Twitter to keep up-to-date with announcements. The Common Application will often post helpful tips in submitting your application.



## **FILLING OUT THE COMMON APPLICATION**

### **Parts of the Common Application**



Follow the directions and make sure you have the correct and complete information for the following:

1. Given/Legal Name (no nicknames)
2. Social Security Number
3. Email Address
4. Preferred Telephone Number
5. Parent Occupation, Employer and Title
6. Counselor Name and Telephone Number
7. Current Year Courses (check course catalog for full name)
8. Academic Honors and Awards
9. ACT, SAT and Subject Test Scores
10. AP Tests and scores

**THE HELP CENTER** will offer FAQs and suggestions in the right column of the application as you fill out each section. You may also search for answers in the Help Center KNOWLEDGEBASE using the tab on the Home Page.

### **The Common Application Tutorial: Submitting Your Common Application**

<https://www.commonapp.org/eLearning/Submission.htm>

## **COUNSELOR AND TEACHER LETTERS OF RECOMMENDATION**

Procedures for requesting letters of recommendation are detailed in a separate section:  
LETTERS OF RECOMMENDATION

## ESSAY AND SUPPLEMENTS

### 2014-15 Common Application Essay Prompts

<https://appsupport.commonapp.org/link/portal/33011/33013/Article/1694/2014-15-Common-Application-Essay-Prompts>

The Common Application will retain the current set of first-year essay prompts for 2014-15, without any edits or additions. The essay length will continue to be capped at 650 words. The feedback received from member colleges and school counselors has been positive. The essay prompts will be reviewed on an annual basis to ensure that they continue to serve students and member colleges well.

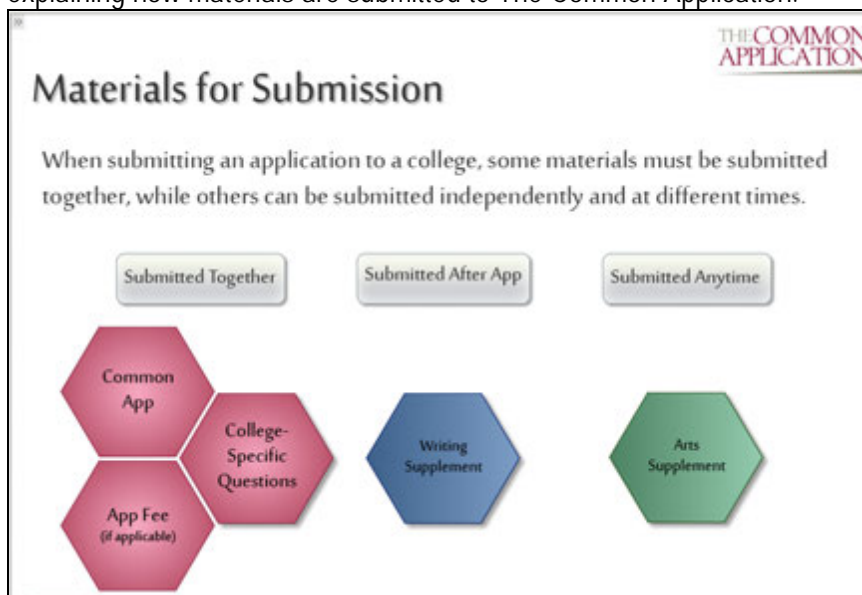
The essay prompts are as follows:

- Some students have a background or story that is so central to their identity that they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- Recount an incident or time when you experienced failure. How did it affect you, and what lessons did you learn?
- Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?
- Describe a place or environment where you are perfectly content. What do you do or experience there, and why is it meaningful to you?
- Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

**Many colleges will require a short supplemental essay in addition to The Common Application essay of 650 words.**

Make sure you complete any supplemental essay requirement and any college specific questions.

The Common Application has a system of using symbols to let you know when a section is complete or incomplete. Double check your application before submitting it. This is a good reference chart explaining how materials are submitted to The Common Application.



Always ask your Counselor with any questions you have about The Common Application.