

Class of 2024
Common Application
Instructions



Step 1: Getting Started

- Go to <http://www.commonapp.org/>
- Disable all pop-up blockers
- Ensure that your browser has JavaScript activated and cookies enabled
- All emails you receive from Common App will be sent from appsupport@commonapp.net or application_help@commonapp.net . Please be sure to add these email addresses to your address book and/or safe list to prevent the messages from being blocked as “SPAM.”

Step 2: Registration

- Register first before applying to Common App to receive a username/password ● You are a ‘First Time Student’
- All required fields are marked with a red asterisk
- Use your full legal name
- Be sure to provide a valid, appropriate email address. *Tip:* Often students create one just for apps! If you do this, make sure you check it regularly ● Your Username must contain a Capital letter, number and symbol ● Store your username/password in a safe place. You will use this information anytime you need to access the Common Application. If you forget your login information, you will have to contact Common App’s Support Center. Make a COPY of this document to utilize. ● You are an Applicant planning to enroll in 2024
- Your choice whether or not to check the following two questions:
 - The Common Application may share my contact information with colleges that I am considering applying to so they may communicate with me prior to the submission of my application (you can subsequently change your response to this question in your account settings later).
 - The Common Application may communicate with me by email, phone or text

message about my account, information relevant to the college admissions process, and my college experience (you can subsequently change your response to this question in your account settings later).

- You must agree to the terms!
- Once your registration is complete you will be directed to your Dashboard (homepage). You can now login at any time and are now ready to apply!

Step 3: “My Colleges”

- You must first add colleges to your list, and can add or delete colleges from your list at any time. Only the college(s) you’ve selected will receive your application when you hit “SUBMIT”.

- Click the “College Search” tab
 - Search for a college - Type the name of the college in the search box, then look below at your search results. Click on the “+” sign next to the college to add it to your list.
 - Click the “Dashboard” tab to see the college on your list
- Complete the questions in the “General” subsection and hit “Continue” ● Go back to your “Dashboard” and you should now see a deadline associated with that college

FERPA Release Authorization (Only Need to Complete One Time) ● From “Dashboard”, click on “Show more details” listed at the bottom of each college. This will give an overview and links to click on everything that is required for each college.

- After each subsection is complete, you will see a green check mark ● To Complete the FERPA, click on “Recommenders and FERPA”
 - **IMPORTANT**: HHS counselors and teachers can decline to write a letter for you if you do not waive your rights.
 - Under FERPA Release Authorization click “Complete release authorization” ○ Check - "I have fully read and understood the FERPA Release Authorization explanation above..."
 - Check - “ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.”
 - Check - “I waive my right to review all recommendations and supporting documents.”
 - Check - “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 sign and click Save below.
 - Electronically sign and date by clicking on “Save and Close”
- From “Dashboard”, click on “Show more details” listed at the bottom of each college. This will give an overview and links to click on everything that is required for each college. Be sure

you complete all questions/information associated with each college.

*****At this point, once you complete your FERPA, you should log into your Naviance account and MATCH your Common Application and your Naviance Account. This will allow the Colleges on your Common App to automatically be linked to your Naviance Account. This will also allow your teachers and counselor to send your letters of recommendations and transcript materials to your selected colleges. *****

Step 4: “Common App” tab - Profile

- The first section in the “Common App” tab is Profile. There are 6 mandatory sub-sections and 1 subsection (Courses and Grades) that will only allow you to fill it out if you are applying to a college that requires it.
- As you complete the sections and subsections, you will receive a green checkmark next to the parts you have completed
- Personal Information, Address, Contact Details, Demographics & Geography are self explanatory to complete
- Language: Number of Languages You Are Proficient In ○ Most students will add one (English) ○ Add more than one language if you are considered proficient meaning you are able to be conversational
- Citizenship: Remember to add your Social Security Number if you are applying for Financial Aid and completing the FAFSA. This is not a required question, so make sure not to miss it!
- Application Fee Waiver- you must select “yes” or “no”
 - If yes, you must meet economic needs such as: You have received or are eligible to receive an ACT/SAT fee waiver and/or you are enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).

Step 5: Family

- Indicate parents’ marital status and answer with whom do you make your permanent home
- Answer questions about each parent/guardian (recommended to fill this out with your parent(s)/guardian(s))
 - Required: Name, Address, Occupation, Employment Status, Position Held, Name of Employer, Education Level, Colleges Attended, Degrees Received and Year Graduated
- Specify number of siblings you have (name, relationship, grade level required) ○ Indicate all siblings you have, even if they do not live in your household. You may add siblings, half siblings, or step siblings. For siblings who have not yet earned a degree, enter the degree they are expected to earn. If you need to enter more than five siblings, use the Additional Information section located on the Writing page.

Step 6: Education

- Search for **Hoboken High School** in database
- Enter: **Entry Date: September 2020** (unless you transferred to HHS)
- Select **NO** for boarding school
- Graduation Date: **June 2024**
- List your School Counselor's information in the Counselor section (information is on the Guidance website!)
- Education Progression: If your progression at HHS was or will be delayed or interrupted in any way, you will need to provide an explanation for each incident you have selected
- Other School: If you have attended more than one high school, enter the number from the drop-down list (Zero is an option if you have only attended one school)
- Colleges and Universities: Enter if you have taken a college/university course beginning with 9th grade, and dual enrollment is included. If no, enter zero. If you have, you will need to indicate which college and course details.
- CBO: Indicate the number of community programs or organizations that have provided you with free assistance in your application process. Only answer this question if it applies.
- Grades:
 - **Graduating class size:**
 - Class rank reporting: None
 - GPA scale: we are on a 4 point scale
 - Cumulative GPA: list your GPA (this is the GPA you received on your final report card this past June, this GPA is also listed in Naviance)
 - GPA weighting: Our GPA is Weighted
- Current Year Courses
 - List every class for senior year (Including Health and PE, and electives)
- We are on a semester system!
- Course Levels: for CP/College Prep, Honors and Advanced Placement for those courses. Dual Enrollment applies to courses affiliated with with HCCC or other surrounding Colleges previously determined by HHS.
- Honors: Indicate if you have received any honors beginning with 9th grade ○ You are able to list up to 5 Honors
- If you need more space to list honors, use the Additional Information section under the Writing section of the application
- Honor Roll:
 - Utilize the for each level of Honor Roll
- Future Plans: Indicate career interest and highest degree you intend to earn. These plans are not set in stone; they are just giving the college an idea of your future goals.

Step 7: Testing

- If you wish to self-report your testing scores, indicate all tests you have taken or expect to take (ACT, SAT, SAT Subject Tests, AP Subject Test)
 - For example, indicate the number of times you took the ACT, report your highest individual composite score. Also report the highest subscores earned so far, even if they are from different test dates - indicate test date. Please note that this reporting method is not meant to imply that colleges will compute a new composite “superscore” based on your individual subscores. Similarly, you should not attempt to calculate a new composite “superscore” based on your individual subscores.
- Please note HHS does not send any testing information to any college/university. It is your responsibility to send your testing scores directly from ACT/SAT and meet all deadlines associated with your college applications.

Step 8: Activities

- You are able to list up to 10 activities
- List activities in order of importance to you no matter how much time was spent on each activity
 - You are able to edit your list by selecting the arrow to move the activity up or down
- Indicate how many hours per week and weeks per year you spend on your activities
- If you need more space to list activities, use the Additional Information section under the Writing section of the application

Step 9: Writing

- Your Personal Essay should be written in a Google Doc or Word first ○ You can upload a doc from your Google Drive
 - Always check for errors when pasting a doc into the Common App essay space
- 650 words is your limit, not your goal! Use the full range if you need it, but don't feel obligated to do so. The application won't accept a response shorter than 250 words. *Quality over quantity!*
- Additional Information: can be used to describe what happened with a blip in grades, or to add additional activities or to describe a situation that you feel is important for the admissions committee know

Step 10: Supplements

- If a college/university has a supplement it will be listed in the “Dashboard” with a link, and also found in the “My Colleges” tab
 - Not every college/university will require a supplement

Step 11: Payments

- Once you are ready to submit each college's application, you will be prompted to pay your application fee after you review the Print / Preview option!
- Be sure to thoroughly review your application (Tip: have someone with "fresh" eyes review your application!).
- Payment is to be made through a credit card!

