

Applying to College? Use the Common App!

Many 4-year colleges use the Common App. Here's a simple guide to get started.

1 Create Your Common App Account

- Go to commonapp.org → **First Year Student**
- Use your **legal name** as on school documents & tests
- **Save your login info** or use “save password”

2 Use a Professional Email

- Colleges will contact you here, so check it **regularly**
- Avoid using **coventryschools.net email**—you lose access after graduation

3 Search for Colleges

- Use “**College Search**” in your Common App account
- Search by **name** or use “**More Filters**” to explore

4 Add Colleges

- Click “**Add**” or “**Add to My Colleges**”
- View your list in **Dashboard** or **My Colleges**
- You can adjust your list anytime—but **submitted schools cannot be removed**

5 Recommenders

- Each college has its own recommendation requirements
- Complete CHS **Senior Brag Sheet** *posted on Guidance Google Classroom 2026: [tcdx2xu](#)

☆ Invite & Assign Recommenders ☆:

1. Go to **My Colleges** → **Recommenders & FERPA** ☆
2. Complete **FERPA Release Authorization** - (waive your right to view)
3. Invite recommenders for **each college**
4. Assign them in the dropdown menu
5. Include your **guidance counselor** (they auto-appear for all colleges)

 *Tip:* Teachers/counselors only get emails **after you assign them**.

6 Review & Submit Your Common App

- Click “**Preview**” to review each section
- Proofread carefully
- **Submit after completing everything**

Submission Steps (repeat for each school):

1. Review your application
2. Pay the fee (or request a **fee waiver**)
3. Submit **before the deadline** (Early Action, Regular Decision, etc.)

✓ Check:

- Correct number of recommenders for each school
- Application deadlines and type
- Submit for each school individually

Good luck! 

For help, see your **Guidance Counselor** or visit commonapp.org.