

# Common App FAQ's

## Q1. What is Common App?

A1. Common Application, or Common App, is a college application form used by over 900 colleges and universities. It allows you to fill out the same information, like your address, GPA, extracurricular activities and more, one time instead of multiple.

## Q2. Do all colleges use Common App?

A2. No. To find out if the college(s) you're applying to use Common App, check either on the college's website or search on <https://www.commonapp.org/>

## Q3. How do I add a college?

A3. Once you have logged in, go to College Search. You can search by name, location, or other criteria.

The screenshot shows the Common App website's 'College search' page. On the left is a navigation sidebar with the 'common app' logo at the top. Below the logo are sections: 'Dashboard' (with a home icon), 'APPLY' (with a document icon), 'My Common Application', 'My colleges' (with a folder icon), 'EXPLORE' (with a magnifying glass icon), 'College search' (highlighted), 'Direct admissions' (with a document icon), and 'Financial aid' (with a dollar sign icon). The main content area is titled 'College search' in a dashed box. To the right of this title is a button labeled 'Application requirements'. Below the title is a search input field labeled 'College or City Name'. Underneath the field is a hint: 'Separate multiple search terms with a comma, e.g.: Washington, Boston'. Below the field is a button with a funnel icon and the text 'More filters'. Below the search area, it says '1142 results' and 'Sort by: College Name' with a dropdown arrow. A list of three colleges is shown, each with a small logo, the college name, location, and a blue '+ Add' button. The colleges listed are Aberystwyth University (Aberystwyth, Ceredigion - GBR), Abilene Christian University (Abilene, TX - USA), and Adams State University (Alamosa, CO - USA).

College Logo	College Name	Location	Action
	Aberystwyth University	Aberystwyth, Ceredigion - GBR	+ Add
	Abilene Christian University	Abilene, TX - USA	+ Add
	Adams State University	Alamosa, CO - USA	+ Add

#### Q4. How do I indicate that I've taken a dual credit course (through Ivy Tech, PFW, IU)?

A4. Add the college(s) on the “Colleges & Universities” section on the “Common App” tab. Mark “Dual enrollment with high school” and indicate the dates enrolled, which would be the semester or semesters of the dual credit course(s). Leave “Degree earned” blank

common app

My Common Application

Profile

Family

Education

Current or Most Recent Secondary/High School

Other Secondary/High Schools

Colleges & Universities

Grades

Current or Most Recent Year Courses

Honors

Community-Based Organizations

Future Plans

Testing

My Common Application | Education

Colleges & Universities

Complete

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

☐ 0

☐ 1

☒ 2

☐ 3

Clear answer

College 1\*

Ivy Tech Community College: Northeast  
3800 N Anthony Blvd  
Fort Wayne, IN 46805-1489  
USA  
2-year or community college  
CEEB Code : 1278

Change

Remove

Course details

☒ Dual enrollment with high school


☐ Summer program


☐ Credit awarded directly by college

## Q5. What is my graduating class size? Class rank? GPA scale?


A5. In the “Common App” tab and “Education” section under “Grades”

- Graduating class size for the Class of 2026: 557
- Class rank reporting: None. Unless you have submitted a formal request, Homestead does not release class rank. Select None unless you have arranged with your counselor to release rank.
- GPA scale: 4







My Common Application




Profile




Family




Education




Current or Most Recent Secondary/High School




Other Secondary/High Schools




Colleges & Universities




Grades




Current or Most Recent Year Courses



Honors



Community-Based Organizations



Future Plans

My Common Application | Education

## Grades

✔ Complete

Graduating class size (approx.)\*

557

Class rank reporting

☐ Exact

☐ Decile

☐ Quintile

☐ Quartile

☒ None

Clear answer

GPA Scale reporting

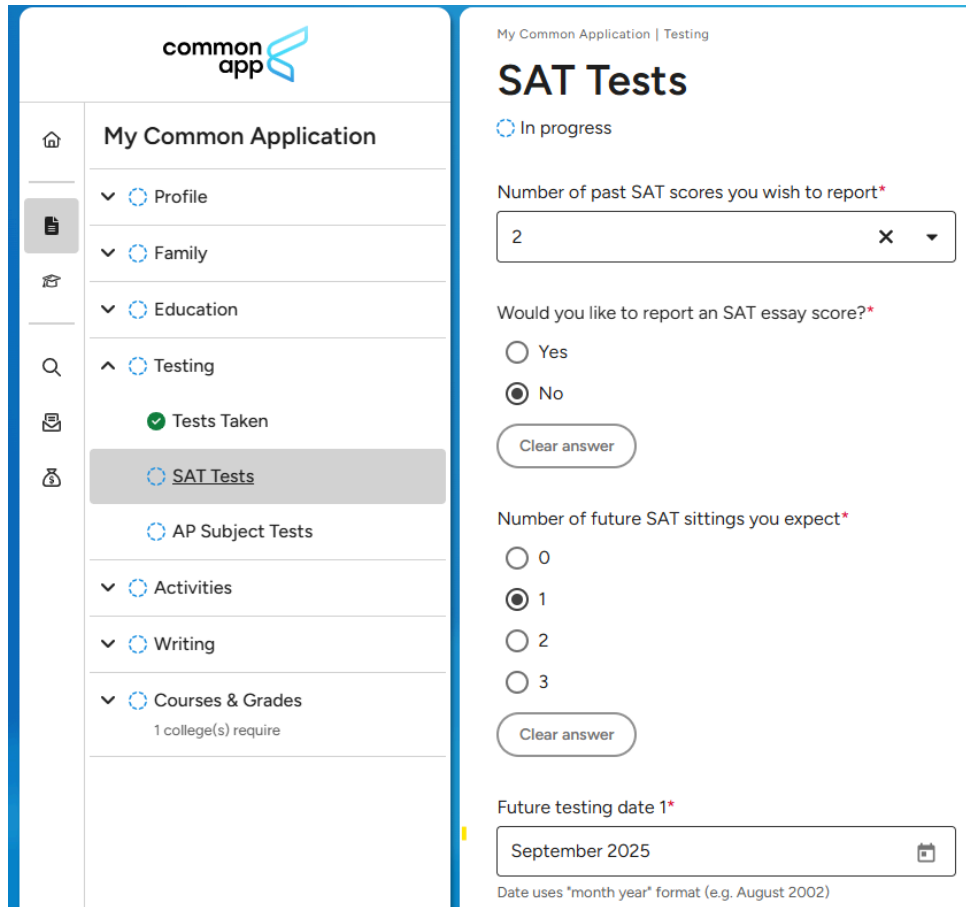
4

Cumulative GPA\*

3.668

## Q6. I want to apply, but I'm going to retake my SAT/ACT. Can I indicate that somewhere?

A6. Go to the "Common App" tab, then "Testing" section. You still need to send your official scores, but you can self-report the scores you already have as well as indicate your plans for future tests. Once you indicate that you would like to self report, you need to indicate what type of test(s): SAT, ACT, AP, SAT Subject tests, etc. A tab will appear for each type of test you indicated, and you can report existing scores or planned test dates.



common app

My Common Application

- Profile
- Family
- Education
- Testing
  - Tests Taken
  - SAT Tests**
  - AP Subject Tests
- Activities
- Writing
- Courses & Grades
  - 1 college(s) require

My Common Application | Testing

## SAT Tests

In progress

Number of past SAT scores you wish to report\*

2 X

Would you like to report an SAT essay score?\*

☐ Yes

☒ No

Clear answer

Number of future SAT sittings you expect\*

☐ 0

☒ 1

☐ 2

☐ 3

Clear answer

Future testing date 1\*

September 2025

Date uses "month year" format (e.g. August 2002)

## Q7. I want to apply test-optional to one or more colleges. How does that work?

A7. First verify that the schools are test-optional, as not every college is, and also verify that test scores are not needed for admission to competitive programs or scholarships, if you are pursuing one or both of those. You'll need to decide for each college whether you should submit test scores or not.

Each college will likely have some way to report that you are applying test-optional, probably in the “My Colleges” tab then “Questions” area. See below for an example from Indiana University Bloomington. Again, make sure you review the specific policies for each college when deciding whether or not to apply as test-optional.

My colleges

Overview

▼ Ball State University

▼ Indiana State University

▲ Indiana University Bloomington

College information

APPLICATION

○ General

○ Academics

○ Contacts

○ Family

○ Additional Information

○ Recommenders and FERPA

○ Review and Submit - Common App

▼ Purdue University

▼ Purdue University Fort Wayne

▼ Trine University

⚙️

🔍

👤

**Program Suspension Notice:**  
The majors marked with \* have been suspended, effective for anyone applying for Spring 2026 admission, in line with the following:  
  
-Future Students (Spring 2026 and Beyond): No new admissions will be offered for these degree programs  
  
**Options for Interested Students:**  
If you are interested in one of these fields of study marked with \*, you may indicate your interest by selecting the related Primary Major Interest or Secondary Major Interest option above. Doing so will allow the university to share information with you about:  
  
-Related courses and available alternatives  
-Potential future academic options (subject to necessary approvals)  
  
If your plans include professional school, please select all pre-professional interests that apply.  

- Choose one or more options -

Select no more than 7 options.

  
**Test Scores**  
Indiana University Bloomington is a test-optional institution. For more information, please review our [test-optional policy](#).  
  
I want my ACT/SAT scores included in the review of my application for IU Bloomington.\*  

☐ Yes, include my scores

☐ No, do not include my scores

Clear answer

  
*If you are offered admission and have included self-reported test scores in your application, you must have your official test scores sent from the testing agencies before you can enroll at IU.*  

Continue

**Q8. What is a fee waiver, and do I qualify?**

A8. Some schools waive application fees for students that meet certain requirements. If you have received an SAT or ACT fee waiver, qualify for free or reduced lunch, or are a 21<sup>st</sup> Century Scholar, you can indicate your eligibility in the “My Common Application” tab in the “Profile” section, under “Common App Fee Waiver.” Your counselor will be asked to verify your eligibility.

**Q9. My counselor said I need to invite her through Common App to upload my transcript. How do I do that?**

A9. Go to the “My Colleges” tab, then pick a college, and go to the “Recommenders and FERPA” section. Decide first whether you want to waive your FERPA rights (more information in the Instructions and Help section), then you can invite recommenders. Click the link to Invite Counselor, then complete the information. Counselor information can be found here if you don’t have it:

[https://homestead.sacs.k12.in.us/14028\\_2](https://homestead.sacs.k12.in.us/14028_2).

Common App does NOT inform you if you have entered the email address incorrectly, so verify this information. You can resend the invite or delete and re-enter if needed. Your counselor will be sent an email invitation to submit forms on your behalf. Once your counselor has been added, you’ll be able to see when she submits required forms. The “School Report” contains your transcript.

## Q10. How do I get a counselor/teacher recommendation?

A10. Your counselor can upload a counselor recommendation if required by one or more colleges after submitting your school report (transcript). Counselor recommendations are sent to ALL schools on Common App. It is your responsibility to know if you need a recommendation from a counselor or teacher and to provide a resume and/or purple sheet AT LEAST two weeks prior to your deadline. Teachers can be added as recommenders using the same process you used to invite your counselor above. Teachers must be assigned to one or more colleges before they will receive an invitation via email and be able to complete your recommendation. Some schools do not allow teachers to submit a recommendation.

You can find out what each individual college needs by going to the “My Colleges” tab, then “College Information” under each college. See below for an example:

### Application Information

#### Application Fees:

First Year International Fee - \$75

First Year Domestic Fee - \$75

#### Standardized Test Policy: ?

Flexible

SAT without Essay or ACT without Essay

[Test Policy Information](#)

#### Courses & Grades:

Required

#### Recommendations:

School Report Required

Counselor Recommendation Required

Final Report Required

Teacher Evaluation(s): 1 Required, 3 Optional

Other Evaluation(s): 0 Required, 4 Optional

## Q11. What is the Courses & Grades section and how do I complete it?

A11. The Courses & Grades section is required by SOME colleges. You do NOT have to complete it if the college(s) to which you are applying do not require it. If you do need to complete it, you'll need a copy of your transcript, which you can get from Parchment.com:

[www.parchment.com/u/registration/26677/account](http://www.parchment.com/u/registration/26677/account) .

Once you have your transcript, you'll need to report your grades for each course you took. The “grading scale” is A-F, and the “schedule” is semesters. You will not have a grade or credit for “final.”

Middle school grades are reported under “Other.” You can choose Homestead as the school.

## Q12. I'm not sure if I'm ready to submit my application(s). How do I tell?

A12. You can submit each application separately, and you do not need to wait until your recommenders (counselor, teacher, or both) have submitted forms. When you think you're ready, go to the "My Colleges" tab and specific college. Then go to "Review and Submit - Common App." If your application is not complete you'll see links to required section(s) - see below for example. If you have completed all sections you'll see the option to Review and Submit your application on this screen.

The screenshot shows the Common App interface. On the left is a sidebar with icons for home, documents, colleges, search, messages, and profile. The main content area is titled 'My colleges' and shows 'Ball State University' selected. Under 'College information', there is an 'APPLICATION' section with a list of items: General, Academics, Family, Ball State Information, Additional Information, and Recommenders and FERPA. At the bottom of this list is 'Review and Submit - Common App', which is highlighted. On the right, the page title is 'Review and Submit - Common App' with a status of 'In progress'. Below this, it states: 'In order to begin the submission process, you must complete the following items:' followed by a list of links: Profile section of the Common App, Family section of the Common App, Education section of the Common App, Testing section of the Common App, Activities section of the Common App, Writing section of the Common App, Ball State University Questions, and Recommenders and FERPA. At the bottom, it says: 'Once all required components are completed, you will see the option to Review and Submit your application on this screen.'

common app

My colleges

Overview

Ball State University

College information

APPLICATION

- General
- Academics
- Family
- Ball State Information
- Additional Information
- Recommenders and FERPA
- Review and Submit - Common App**

My colleges | Ball State University | Application

## Review and Submit - Common App

In progress

In order to begin the submission process, you must complete the following items:

- [Profile section of the Common App](#)
- [Family section of the Common App](#)
- [Education section of the Common App](#)
- [Testing section of the Common App](#)
- [Activities section of the Common App](#)
- [Writing section of the Common App](#)
- [Ball State University Questions](#)
- [Recommenders and FERPA](#)

Once all required components are completed, you will see the option to Review and Submit your application on this screen.



### Q13. I am ready to submit my application, but I don't know if my counselor/teacher has finished their part. Do I need to wait?

A13. No. Your part of the application is separate so you can submit when you're ready. However, it is important that you have invited your counselor or teacher/other recommenders correctly. Check to see if forms have been submitted by going to the "My Colleges" tab and the "Recommendors and FERPA" section (see below). If your counselor has not submitted any forms yet, consider emailing them to verify that they have received your invitation.

common  
app

My colleges

Overview

Ball State University

College information

APPLICATION

General

Academics

Family

Ball State Information

Additional Information

Recommendors and FERPA

Review and Submit - Common App

Indiana State University

Indiana University Bloomington

Purdue University

Purdue University Fort Wayne

My colleges | Ball State University | Application

Recommendors and FERPA

Complete

Recommendors are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

FERPA Release Authorization

[View Details](#)

Invite recommendors

Use this section to invite and then [assign recommendors](#) to this college. You'll need to assign recommendors for each college on your list.

Invite Recommendors

Manage Recommendors

Counselor

Rachel Bracey

School Counselor

Invited on 08/11/2025

Fee Waiver	Not Started
School Report	Not Started
Counselor Recommendation	Not Started
Optional Report	
Optional Report 2	
Mid Year Report	
Final Report	

Enable Preview

?