

How to Submit College Applications When using the Common App

These instructions are ONLY for students planning to enroll in a 4-year university in the fall after high school graduation. Students who plan to attend a Community College first, or take a gap year SHOULD NOT FOLLOW THESE INSTRUCTIONS

STEP #1 Create Your Common App account, sign Your FERPA waiver & pair Naviance

- A. Visit Commonapp.org.
 - a. Select **Create Account** and **First Year Student**.
 - b. Using your personal email address (not school) follow the prompts to create your Common App account.
 - c. Make sure you are completing the correct version of the application as there may be more than one. The current year Common Application form becomes available August 1st of the student's senior year.
- B. Select the **Common App** tab at the top.
 - a. Enter your Profile information.
 - b. From the side navigation, select **Education** and add LHS as your current high school.
Note: We use Naviance eDocs partner system.
- C. Select **College Search** at the top. Add the name of one college you are applying to.
- D. Select **My Colleges** at the top.
 - a. Select **Recommenders and FERPA** on the side.
 - b. Select **Complete Release Authorization**.
 - c. Read, then select the **I waive my right *** option and two check boxes.
 - d. Scroll down, **Sign and Submit**.
* The student must "waive your right to privacy" to grant permission to LHS to send the student's transcript, requested recommendation letters, and other required school documents to the Common App colleges they are applying to. Failure to select this option will remove LHS staff from the ability to provide any required or requested documents to any college the student wants to apply to using the Common App.
- E. Log into [Naviance](#).
 - a. Select **Colleges** at the top
 - b. Select **Colleges I'm Applying To**
 - c. Select **Match Accounts** in the red banner.
- F. Sign into the **Common App** pop up window using the correct email.
 - a. Select **I Agree** and **Connect**.
- G. If you require a **Letter of Recommendation**

IMPORTANT: Staff use their personal time to write thoughtful letters, therefore all students are required to submit recommendation requests in Naviance at least four weeks before the application deadline.

Students are strongly encouraged to meet with Mrs. Ohly before October to review their letter of recommendation needs and ensure they understand the process. This is an area where many mistakes can occur, so taking the time to meet with her can help you avoid common errors and ensure your applications are complete and accurate.

- a. After determining what type of letter the college requires, follow the individual instructions
- Teacher Letter of Recommendation - LHS staff teachers**
- Ask the teacher FIRST. If approved, request the document in Naviance. **Do not** invite LHS staff teachers in your Common App.
 - Log into **Naviance**. Click the **Colleges** tab. In the Apply to College column, click **Letters of Recommendation**. Click **Add Request**. Select the teacher from the menu. Select which colleges should receive the letter, click **Submit Request**.
 - If you later add a college to your Common App which requires a Teacher recommendation, you will need to repeat the previous step.
- Counselor Letter of Recommendation - from your LHS guidance counselor**
- Email your counselor to request a letter.
 - Reply to your counselor's request for personal information at least 4 weeks before your application deadline.
- Outside/Other Letters of Recommendation (employers/coaches/mentors)**
- Request non-LHS letters directly in your Common App account. Click **My Colleges** tab. On the left, click the **name of the college**. Select **Recommenders and FERPA**. Select **Invite Recommenders, Invite Other Recommender**. Provide your recommenders name and email. Click **Add**.
- H. Log back into your Common App to complete each section of your college application. Upload all requirement writing submissions/essays. This will take some time and you will be able to log in and out of your application, adding information. Carefully ensure you complete all required elements of your Common Application. Application requirements will be different for each College on your Common App. Continue to add any additional colleges. **Always monitor your individual application deadlines.**
- I. As soon as your portion of your Common App is complete, submit it and any fees to each college before their individual deadline. Your application must reach the college before their specified application deadline. Be aware of the date, time and timezone. You should not hold your application any longer than necessary. Your application needs to be submitted before transcripts and recommendations can be sent.
- J. If needed, **Request Your Transcript**.
- a. Log into **Naviance**.
 - b. Select **Colleges I'm Applying To**
 - c. Select **Request Transcripts**.
 - d. Select **Initial, Request & Finish**. Your application and fee must reach the college before the deadline, transcripts can arrive after the deadline.
- K. Continue to STEP #2 below.

STEP #2 - Check your email/create college application portals.

Once you submit your Common App to a college, you should receive a confirmation from that college. This may be a pop up message or an email. Check your junk folder. It is very important that you read the message and follow the instructions for your next steps. Often, you will need to create a prospective student account portal for each college. This portal is where you monitor your application

progress, promptly respond to any requests from the college, receive information about special programs or scholarships, and where you will eventually learn if you have been accepted. If you are accepted, you will receive your financial aid offer and instructions for accepting or declining the offer of admission in this portal.

STEP #3 - Continue to update your college application decisions throughout the year

- A. Log into [Naviance](#)
- B. Go to your **Colleges I'm Applying To** list.
- C. Next to the name of the college, click **Edit**
- D. Use the **Result** pulldown to indicate if you were Accepted or Denied
- E. If you were Waitlisted or Deferred click that box, then select Unknown from the Result menu

STEP #4 - Weigh your options and decline offers to colleges you are no longer considering. If you are accepted to a college that you no longer plan to attend, please log into your portal and decline the offer of admission, or email the admissions rep. This is a painful time for students who are stuck on waitlists. By informing the college that you do not want the spot they are holding for you, you are relieving someone else of a lot of stress. Be kind to your fellow humans.

STEP #5 - Request your Final Transcript in Naviance

As soon as you make your final decision on where you will attend college, you will need to confirm your intention using your applied student portal and likely submit a deposit. Make sure you indicate where you are attending in Naviance and request your final transcript, which will be sent on or about July 1.

- A. Log into [Naviance](#) and go to your **Colleges I'm Applying To** list. Scroll to the bottom
- B. Use the pulldown to select the college you plan to attend. If it is not listed, complete Step #3.
- C. Click **Update**
- D. Click **Manage Transcripts**. Click the **Add** sign. Select **College Application Transcript**
- E. Select **Final Transcript**
- F. Indicate which college, Click **Done**, Click **Request & Finish**