Common Application Cheat Sheet

1. Go to **Common App** and register

- If this is your first visit to Common App, click "Apply Now" then "Create an Account".
- Enter your email address and password. HINT: Use an appropriate email address for all college communications…ONE THAT YOU WILL CHECK REGURLARLY.
- Remember this email address as you will need it in Step 4.

2. In your Common App, complete the questions in the Education section using the following information:

- **SHRHS School Code** is 310675
- **Class of 2024 Graduation Date**: June 2024
- Enter your **counselor's name, email address, and phone number**:
  - Last Names **Adas** through **Martinez-Barragan**
    - Carly Isabella-Murin
      - carly.isabella-murin@shrsd.org
      - 609-397-2060 ext 1344
  - Last Names **Martinez-Castro** through **Zalescik**
    - Bay Pedersen
      - bay.pedersen@shrsd.org
      - 609-397-2060 ext 1246
- A **Community Based Organization** provides FREE assistance to students in their application process. For almost all of you, your answer is **ZERO**.
- Under **Colleges & Universities section**: If you have taken a course at RVCC or Mercer or paid for the dual-credit with Seton Hall, you should list it here. (Be aware that some colleges/universities may ask for an official transcript from showing that you completed this course BEFORE they review your application.)
- In the **Grades section**:
  - Report "none" for Class Rank reporting

- ○ Graduating Class Size: 70
- ○ Cumulative GPA: We report your weighted gpa. Your GPA is available on Naviance and unofficial transcript.
- ○ GPA Scale = 4.0 GPA Weighting = Weighted
- Enter all of your **current year courses**, including PE. Other tha a few electives the courses are full year.
- Enter any **academic honors** you have received. NHS counts as does National Merit Scholar.
- List your **career interest** (options are limited—you can choose "other"), and the highest **degree** you intend to earn.

3. Add at least one college to your My Colleges list

- Use the College Search tab to find colleges
- If you cannot find a college, it is probably not a Common App Member School!

4. Sign the FERPA Release Authorization

You only need to do this ONCE, even if you are applying to multiple Common App colleges.

FERPA = Family Educational Rights to Privacy Act, a federal law that protects the privacy of student education records.

- Click on the **My Colleges** tab, then click the college name to view their list of requirements.
- Click on **Recommenders and FERPA**, then on **Release Authorization**
- Complete these steps to **sign the FERPA release**:
  - ○ Indicate that you understand the statement, click continue
  - ○ Check the authorization box for SHRHS to send your records
  - ○ We cannot tell you what to do with waiving your rights, but we can tell you that it does not look good if you do not waive them: To do so, click "I waive my right to review all recommendations and supporting documents submitted by me or on my behalf."
  - ○ Check the box that you understand the waiver pertains to all Common App colleges to which you apply.
  - ○ Sign, date, submit.
  - ○ **YOU CANNOT CHANGE YOUR FERPA STATEMENT LATER, SO CLICK THE APPROPRIATE BOX!**

5. Open [Naviance](#)

- Click on **Colleges** top tab, then under the third column from the right (**Apply to College**), click on **Colleges I'm Applying to**
- Click on the big Magents button in the top right corner that says **"Match Accounts"**
- Enter the same email address that you used to create your Common Application
- Click Match Accounts
- When you are redirected back to Naviance you will see the schools that you loaded into Common App

6. Letters of Recommendation (In Naviance)

- Click on **Colleges**, then click on **College Home** in the top left corner. Scroll down and click on Letters of Recommendation under the Apply to College section
- Select Add Request
- Use **Select a Teacher** drop down and then click on the name of the teacher from whom you will be requesting a letter of recommendation. If you want the letter from that teacher to go to all of the colleges on your list select "**all colleges**". If it is a supplemental letter that will only be sent to a few colleges click on "select colleges" and click on the colleges you would like to receive a letter from that teacher
- In the "Include a personal note… box, write a polite note, thanking the teacher for agreeing to write the letter and providing them with any relevant information that they may need to complete your letter.
- Click Submit Request

7. Thank You Letters

- Hand write a quick thank you note AFTER you know that the LOR has been submitted to youor counselor.
- Right now schedule send yourself an email to remind yourself to write thank yous.
    - Open gmail and click on compose. In the to line enter all of your email addresses (including the one you are using to write the note).
        - In the subject line write "Thank yous"
        - In the body of the email type a one line reminder to yourself to write and deliver thank you notes to the teachers for your LOR
        - Click the downward facing arrow next to Send and select a date that corresponds with your first application deadline.