Completing the Common App
COMPLETING THE COMMON APP AGENDA

• Layout & Features
• My Colleges
• Profile Section
• Family Section
• Education Section
• Testing Section
• Activities Section
• Writing Section
Before beginning your applications, it’s a good idea to familiarize yourself with each school’s requirements to help you stay organized.
Click the name of each school in your My Colleges tab to see their requirements.
Each school in your My Colleges tab will have three sections under “Application”.

Application

(2 of 3 Completed)

☐ Questions

☐ Recommenders and FERPA

☐ Review and Submit - Common App
Some schools may have a “Writing Supplement” section in addition to the “Application” section.
Each school can determine what types of questions they want to ask, so every Questions section will look a little different.

However, each school will always ask you to select a start term and admission plan.

**WHY?**

Because the start term and admission plan let schools know when you would like to apply. It is also how submission deadlines are set and displayed in the Common App.
RECOMMENDERS & FERPA

PRHS is a Naviance school. **DO NOT** assign your recommenders through the CA. All PRHS recommenders require you to **complete the FERPA Release Authorization**.

Be sure to double check each school’s recommendation requirements!

If your school uses Naviance to submit transcripts and recommendations, you will assign your counselor and teachers in Naviance, not the Common App.
When you have completed the Common App and FERPA, requested teacher letters of recommendation through Naviance and answered all college-specific questions you can start the submission process.
The Writing Supplement is submitted separately from the Application. You can submit the Writing Supplement only after you have submitted your application.

WHY?

Not every school requires a Writing Supplement, and some schools only require a supplement based on your answers to previous questions.
COMPLETING THE COMMON APP

- Profile Section
- Family Section
- Education Section
- Testing Section
- Activities Section
- Writing Section
The Common App tab is where you will complete the main sections of your application.
The Instructions and Help will display FAQs related to the page you’re on and will take you to our Solutions Center, where you can contact us with questions.

- Green check marks indicate you’ve completed a section.
- Red asterisks indicate a response is required.
- Click Continue to move from one section to the next.
- Click the Preview button to review each section in PDF.
- Video tutorials help you navigate each section.
THE PROFILE SECTION

In the Profile section you will provide some more detailed information about yourself.
There are nine sections within the Profile section to complete.
• Use your legal name so that colleges can match your application with standardized test scores and other documents.
• You will have the opportunity to share more about your gender identity.
• Make sure the email address you enter is one you check regularly.
SCHOLAR SNAPP

Scholar Snapp connects you with scholarships to help pay for college.

If you are interested in learning more about Scholar Snapp, select “Yes”.

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Indicate whether you feel you qualify for an application waiver
Select the indicator(s) that best apply to you
Provide your signature

THE COMMON APP FEE WAIVER

- Indicate whether you feel you qualify for an application waiver
- Select the indicator(s) that best apply to you
- Provide your signature

STRIVE FOR COLLEGE

Students who qualify for a fee waiver are invited to connect with a Strive for College mentor.

The Common Application has partnered with Strive for College to connect students with free virtual mentoring to provide additional support in the admission and financial aid application process. First-year applicants interested in connecting with a mentor, please indicate below.

Transfer applicants, click here for resources specific to the transfer application process.

I would like to receive information from Strive for College

- [ ] Yes
- [ ] No

Fee Waiver signature: *
The Family section of the Common App provides you with the opportunity to share information about your family.
There are four sections to complete within the Family section.
• You can list up to 5 siblings in the Family section (you can list additional siblings in the Additional Information section located in the Writing section).
• For Parent 1 you have the option to indicate that you have limited information about this parent, which will make the resulting fields for that parent not required.
• The options for Parent 2 also include the ability to indicate that you do not have another parent to list.
In the Education section you’ll share information about your current school and coursework.
There are nine sections to complete within the Education section.
Print a copy of your unofficial transcript from Home Access: Grades-Transcript
Selecting the correct high school ensures that the correct path is followed for your recommendation letter submissions.
Use Naviance to invite your teachers to submit their letters.
PRHS CEEB Code: 391512
It’s okay to select “Other” or “Undecided” for your Future Plans and Career Interests.
In the Testing section you have the option to self-report any scores or future test dates for standardized tests you have taken.
In the Testing section you can self-report scores from a variety of standardized tests.

International applicants may also report standard leaving examinations.
The testing section allows you to list tests you plan to take in the future.
If you do not want to self-report scores to a school, you can change your answer to say you have no scores you wish to report. By clicking “No”, your tests and scores will disappear. Change it back to “Yes”, and they reappear.
While the Testing section allows you to self-report your scores, you must also send official score reports from the testing agencies to each college you are applying to.
PRHS does not send scores to colleges.
The Activities section gives you the opportunity to share with colleges any activities you participated in throughout high school.
You can report up to ten activities within the Activities section.
• You can change the display order by using the up and down arrows on each activity.
• While you can add up to 10 activities, but you should not feel obligated to list 10 activities.
• You can also list family responsibilities and jobs within this section.
• If you wish to delete an activity, move it to the bottom of your activity list. Once it is the last activity listed, you will see the icon to delete it.
The Writing section contains the Common App personal essay, as well as your disciplinary history and any additional information you may want to provide to colleges.
There are three sections to complete within the Writing section.
You may submit the Personal Essay to any college, even if it is not required by that college.

Carefully review each prompt before selecting one.

Proofread your essay before submitting your application.

If you are unsure how to answer the Disciplinary History questions, talk to your parents or counselor.

Use the Additional Information section to share information about yourself that is not captured elsewhere in your application.
LEARN MORE

GATHER YOUR MATERIALS
Important information you’ll need for your application.

A QUICK GUIDE TO THE APPLICATION
This quick guide will help you organize all the information you need to complete.

COMMON APP TOUR
Learn how to navigate the Common App.