COMMON APPLICATION STEP BY STEP

Step 1: Set up an Account

- Log in https://apply.transfer.commonapp.org/applicant-ux/#/login
- Create an account with your personal information
- On your dashboard you will find four sections

Step 2: Personal Information

- This is the first section of the application
- It is broken down into 9 sub-sections
- Every time a full section is completed you will see a green check next to it
  1. Communication Preferences
  2. Biographic Information
  3. Contact Information
  4. Citizenship Information
  5. Race & Ethnicity
  6. Military History
  7. Other information
  8. Parent/ Guardian
  9. **Common App Fee Waiver:** In this part of the application you check why you need a waiver the options are as follows. Please check all that applies
    - I am eligible to receive a federal Pell grant
    - My annual family income falls within the income eligibility
    - My family receives public assistance
    - I live in federal subsidized public housing, a foster home or homeless
    - I can provide a supporting statement from a school official college access counselor, financial aid, officer or community leader

Step 3: Academic History

- This section is divided among 11 sub sections
  1. High School Attended: Add the high school you graduated from or if you received a high school equivalency degree in this format month/year
2 Colleges Attended: Add ALL the colleges you attended
3 College Coursework: This is like a transcript review section. You will add the term/year and credits completed
4 GPA Entries: Add ALL the GPA information for all colleges attended
5 Standardized Test: You do NOT have to add any scores. Just click on I am not adding any standardized test
6 Continuing Education Courses: Report if any Continuing Education Units (credits) have been awarded to you. You CAN also pick “I am not adding any standardized test”
7 SAT Subject: You DO NOT have to report any of information just click next
8 AP (Advanced Placement): If you did NOT take any or DO NOT want to report it just click next
9 IB (International Baccalaureate): Did you take an the International Baccalaureate (IB) exam? If NOT then just click next
10 CLEP (College Level Examination Program: Did you take the College Level Examination Program (CLEP) exam? If NOT you can click Save and Next
11 Senior Secondary Leaving Examinations: If you attended secondary school outside the United States you must enter the Secondary Leaving Examination scores. If NOT, click next and save!

Step 4: Supporting Materials

• This section is divided among 4 sub sections

1 Experiences
   ✦ You can add extracurricular activities
   ✦ Family Responsibilities
   ✦ Hobbies
   ✦ Internships
   ✦ Volunteering
   ✦ Work

2 Achievements
   ✦ Any Professional or Academic achievements you have ever received.
   ✦ Dean’s List
   ✦ Promotions at work

3 Documents
   ✦ Cover Letter/ Resume
   ✦ Certificate of Release of Discharge from Active Duty: document issued upon a military service retirement, separation or discharge from active duty in the Armed Forces of the United States
   ✦ Green Card
   ✦ Joint Services Transcript: document that describes military schooling and Army

YOU DO NOT NEED TO UPLOAD ANY DOCUMENTS IF YOU DON’T WANT
4  Affirmation Statement
   ✦ You must affirm that all information submitted is correct

Program Materials

- For this section you need to pick the college and major interested
- Make sure you check if the college requires an essay or any further step
- There is a waiver provided for students who are unable to pay the fee, you must explain why you need it under personal information
- To send your transcript you have to pay $7 for each transcript requested.