The Common Application
www.commonapp.org
What is the Common Application?

- The Common Application is a not-for-profit organization that serves students and member institutions by providing an admission application – online and in print – that students may submit to any of the member universities.
Why Use It?

- Once completed online or in print, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges.

- This allows you to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and your coursework.
Common App or the University Specific App?

Compare the applications.

- Do the applications ask different questions?
- Do the applications require different Supplemental Forms?
- Which application will allow you to best represent yourself?
- Which application will take less time to complete?

If you are only applying to one or two universities, you will probably want to use the university specific application.
What Universities Accept the Common Application?

- 364 universities in the U.S. accept the Common Application.
  - For the complete list: [www.commonapp.org/CommonApp/Members.aspx](http://www.commonapp.org/CommonApp/Members.aspx)

- 125 of those universities are “Exclusive Users” of the Common Application.

- “Exclusive Users" of the Common Application use the Common App as their only application for admission, as well as allow students to submit everything required (supplements, payments, etc.) within the Common App Online system.
  - For a complete list of Exclusive Users: [www.commonapp.org/CommonApp/ExclusiveUsers.aspx](http://www.commonapp.org/CommonApp/ExclusiveUsers.aspx)
# California Universities

<table>
<thead>
<tr>
<th>Exclusive Users</th>
<th>Additional Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Cal Tech (California Institute of Technology)</td>
<td>- California Lutheran University</td>
</tr>
<tr>
<td>- Chapman University</td>
<td>- Mills College</td>
</tr>
<tr>
<td>- Claremont McKenna College</td>
<td>- Occidental College</td>
</tr>
<tr>
<td>- Harvey Mudd College</td>
<td>- University of LaVerne</td>
</tr>
<tr>
<td>- Loyola Marymount</td>
<td>- University of Redlands</td>
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<tr>
<td>- Notre Dame de Damur University</td>
<td>- University of San Diego</td>
</tr>
<tr>
<td>- Pitzer College</td>
<td>- University of San Francisco</td>
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<tr>
<td>- Pomona College</td>
<td>- University of the Pacific</td>
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<tr>
<td>- Saint Mary’s College of California</td>
<td>- University of Southern California (USC)</td>
</tr>
<tr>
<td>- Santa Clara University</td>
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<tr>
<td>- Scripps College</td>
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<tr>
<td>- Stanford University</td>
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</tbody>
</table>
### Other “Exclusive Users”, Partial List

<table>
<thead>
<tr>
<th>Institution</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Amherst College</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Barnard College</td>
<td>Rice University</td>
</tr>
<tr>
<td>Boston College</td>
<td>Sarah Lawrence College</td>
</tr>
<tr>
<td>Boston University</td>
<td>Skidmore College</td>
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<tr>
<td>Brown University</td>
<td>Smith College</td>
</tr>
<tr>
<td>Bryn Mawr College</td>
<td>Swarthmore College</td>
</tr>
<tr>
<td>Carnegie Mellon University</td>
<td>Tufts University</td>
</tr>
<tr>
<td>Cornell University</td>
<td>University of Chicago</td>
</tr>
<tr>
<td>Dartmouth University</td>
<td>University of Notre Dame</td>
</tr>
<tr>
<td>Lawrence University</td>
<td>University of Puget Sound</td>
</tr>
<tr>
<td>Lewis and Clark University</td>
<td>University of Virginia</td>
</tr>
<tr>
<td>Miami University</td>
<td>Vanderbilt University</td>
</tr>
<tr>
<td>Morehouse College</td>
<td>Vassar College</td>
</tr>
<tr>
<td>Mount Holyoke College</td>
<td>Villanova University</td>
</tr>
<tr>
<td>Northeastern University</td>
<td>Wellesley College</td>
</tr>
<tr>
<td></td>
<td>Yale University</td>
</tr>
</tbody>
</table>
Other Universities, Partial List

- Bennington College
- Brandeis University
- Case Western Reserve University
- Clark University
- Colgate University
- College of Santa Fe
- College of William and Mary
- Colorado University
- Creighton University
- Duke University
- Fordham University
- George Washington University
- Gonzaga University
- Hofstra University
- Illinois Institute of Technology
- John Hopkins University
- Macalester College
- Marquette University
- Miami University (Ohio)
- New York University
- Oberlin College
- Princeton University
- Southern Methodist University
- Spelman College
- State University of New York (SUNY)
- Tulane University
- University of Miami
- University of Pennsylvania
- Wake Forest University
- Wheaton College
- Xavier University
Deadlines

- Each member institution has a specific deadline for when they will accept your Common Application and supplement.
- Once a deadline has passed, you will no longer be able to submit your forms to this institution.
- Deadlines can be viewed on both the ‘Future Plans’ and ‘My Colleges’ sections.
- Please note that some institutions have a supplement deadline before their Common Application deadline.
- Do not wait until the last minute to submit your forms.
- All time stamps are in Eastern Time. Deadlines are also listed in Eastern Time.
- Schools located in other time zones may accept your documents up until the posted deadline in their local time zone, even though your submission time stamp will be recorded in Eastern Time.
To Begin... Create Your Account
Registration

On this page you will:

✓ Identify that you are applying as a “transfer” student

✓ Provide your name, gender, birth date, permanent address, and email address

✓ Create your username and password

✓ Click on the “Register” button to continue.
Your Account

- Make sure your email address is kept accurate so that you can receive important information about deadlines and other admissions information from the Common App or your selected institutions.

- Ensure that your email account will receive correspondence from application_help@commonapp.net by adding this to your safe list.
Help

- The ‘Help’ area provides you access to Frequently Asked Questions and other technical information that may be helpful while you are working on your application.

- If you still need assistance after reading the FAQs, the ‘Help’ area provides you with an online ticket request form where you may seek assistance from our technical support team.

- The ‘Help’ link is located at the top right and bottom center of each page of the online application.
Starting Your Application

- It is recommended that you start your application in the **My Colleges** section by adding those institutions to which you wish to apply. Once you have done this, you will be able to utilize the full functionality of the system.
My Colleges

☐ Select any or all of the criteria below to search for the school(s) of your choice.

☐ This search engine only provides information on schools who are members of the Common Application.
Enter the following information:

- Name of University
- Applicant Type: Transfer
- Term: Fall 2009

- Click on the box
- Click on “Add” button
My Colleges

To add an institution to your list, click the ‘Search’ button or use the 'Search for Colleges' link in the left-hand menu.

To remove an institution, select the institution, then click the ‘Remove’ button. You may remove an institution from your list until you have submitted either the Common Application or the Supplement (if applicable) to that institution. (Once you have submitted, your completed application form will be transmitted to the institution for review.)
Common Application

- The light grey items listed in the left-hand navigation menu represent the different sections of the Common App Online.

- You must complete the required questions in each of the sections of the Common App Online in order to submit the application.

- For more information about completing the application and about using the Common App Online system, check out the Instructions page or click on one of the links below for specific information.
Future Plans

- The Future Plans section of the Common App Online is unique in two ways.

- First, it allows you to answer questions in your Common App differently for different colleges.

- Second, it allows colleges to collect information that is relevant to their specific admissions processes, choosing to ask certain questions but not ask other questions.
Personal Data

- Fields with a yellow dot (and bold font) are required and must be completed before you can submit your application.

- Additional questions may become required based on your answers to a previous question.

- Make sure you save your answers often. You may click the Save & Next button to save a section and proceed to the next section.

- You may move between sections by using the `Save & Previous` and `Save & Next` buttons, or by using the navigation links on the link menu.
Address
Family

- Please list both parents below, even if one or more is deceased or no longer has legal responsibilities toward you.

- Many colleges collect this information for demographic purposes even if you are an adult or an emancipated minor.

- If you are a minor with a legal guardian (an individual or government entity), then please list that information below as well.

- If you wish, you may list step-parents and/or other adults with whom you reside, or who otherwise care for you, in the Additional Information section or on an attached sheet.
Academics
Academics, continued
Academics, continued

The Common Application Online - Windows Internet Explorer

Colleges & Universities

If you have taken any courses at another College or University for credit, check this box: 

Current Year Courses

Please indicate title, level (AP, IB, advanced, honors, etc.) and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line. If you have already graduated from secondary school and are not currently enrolled in college, you should enter the courses from your final year of secondary school.

NOTE: This information will not print in your application.

<table>
<thead>
<tr>
<th>First Semester/Trimester</th>
<th>Second Semester/Trimester</th>
<th>Third Trimester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Add Another Course

Honors

Briefly list any academic distinctions or honors you have received since the eleventh grade or international equivalent (e.g., National Merit, Cum Laude Society).

<table>
<thead>
<tr>
<th>Honor</th>
<th>Grade Level</th>
<th>Level of Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>JR</td>
<td>School</td>
</tr>
<tr>
<td></td>
<td>State/Regional</td>
<td>National</td>
</tr>
<tr>
<td></td>
<td>International</td>
<td></td>
</tr>
</tbody>
</table>


Standardized Tests

- Be sure to note the tests required for each institution to which you are applying.
- The official scores from the appropriate testing agency must be submitted to each institution as soon as possible.
Please list your principal extracurricular, community, volunteer and family activities and hobbies in the order of their interest to you. Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc.

To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a resume.

You can use the ‘Add activity’ button to list up to 7 activities; if you need more space, please use the Additional Information area of the Writing section.
Please list paid jobs you have held during the past three years (including summer employment). If still employed, leave the 'To Date' empty.

You can use the 'Add job' button to list up to 3 jobs; if you need more space, please use the Additional Information area of the Writing section.
Writing

In the space provided below, please elaborate on one of your activities (extracurricular, personal activities, or work experience) (150 words or fewer).

Personal Essay

Please provide a statement (250 words minimum) that addresses your reasons for transferring and the objectives you hope to achieve. Your essay will appear on a separate sheet at the end of the application.

To upload a document in response to this question, please click the 'Upload Document' button. If your upload is successful, you will see a 'View Document' button and a 'Delete Document' button appear.
Writing, continued

Disciplinary History

- Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from the 9th grade forward (or the international equivalent), whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?
  - Yes
  - No

- Have you ever been convicted of a misdemeanor, felony, or other crime?
  - Yes
  - No

Additional Information

Include any additional information that you would like to provide.

To upload a document in response to this question, please click the 'Upload Document' button. If your upload is successful, you will see a 'View Document' button and a 'Delete Document' button appear.

Upload Document

- OR-

In the space provided below provide any additional information.
Supplements - Instructions

Instructions

The My Colleges grid below contains the list of institutions to which you intend to apply. Click on each institution's name to see specific requirements for supplemental forms that need to be submitted in addition to the Common Application.

If you have elected on the Future Plans page to submit either the Common App Arts or Athletic supplement, you will see a separate table below for those common supplements. Both of these supplements, like the Common App, are completed and submitted once, then submitted as part of your Common App to those institutions to which you have elected to submit them. If you have elected to submit the Arts Supplement online, you will see a link to create the supplement online. If you have elected to submit the Arts Supplement on paper, you will see a link to download the PDF to complete and submit via mail.

My Colleges

- Boston College
- California Lutheran University
- Cornell University
- Loyola Marymount University
- Spelman College
- Stanford University
- Tulane University
- University of San Francisco

Boston College Supplement

Boston College allows this supplement to be submitted online. [Start]

Download the instructions for this [supplement].
You may pay the application fee for this institution using a credit card or echeck. Please note that all online payments are processed by a secure third-party payment service; the link below will redirect you to their site to enter your payment information. Please click the link to pay your application fee online.
Payments

- Many Common App member institutions require an application fee.
- Payment of this fee may be available online on this site, on the institution's website, or via check.
- If an institution that you have selected requires an application fee, this will be available on the 'Payments' section.
- If an application fee is required, you must submit this fee before your application package will be complete.
- Some member institutions require that you submit your application fee prior to submitting the Common App. If that is the case, you will see information about that requirement on the Future Plans and My Colleges page for those institutions.
School Forms

View instructions for this page.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Completed by</th>
<th>Form Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Official's Report</td>
<td>College Official (Dean, Advisor)</td>
<td>College Official Report</td>
</tr>
<tr>
<td>Instructor Evaluation</td>
<td>College instructor or secondary school teacher</td>
<td>Instructor Evaluation</td>
</tr>
</tbody>
</table>
School Forms

- There are a number of school forms that are required to be submitted with your application. These are outlined in the list below.

- Your school requests that you print these forms out, and you have completed the Personal Data and Address sections of the Common Application, some of the applicant information will be printed on the forms for you.

- Most institutions require multiple Instructor Evaluations. To determine how many are required for your selected institutions, please contact the institution directly.

- Make sure your secondary school counselor includes your high secondary profile and official transcript with their completed Secondary School Report.

**FORMS**

- College Official's Report College Official (Dean, Advisor) College Official Report
- Instructor Evaluation College instructor or secondary school teacher Instructor
College Officials Report

2008-09 COLLEGE OFFICIAL'S REPORT OR
For Spring 2009, Fall 2009, or Spring 2010 Enrollment

TO THE APPLICANT

After completing all the relevant questions below, give this form to a college official at your institution. Please also give that school official sealed official transcripts and stamped envelopes addressed to each institution that requires a College Official’s Report. This form must be completed by a dean or other college official who has access to your disciplinary record and to your academic record. If one person at your college does not have access to all of this information, please ask the official who can provide information about your academic record to first complete the academic portion of the form and then forward it to the official who can provide information about your disciplinary record for completion of these questions and for mailing to your colleges.

Legal name: Wolf
Manessa

Birth date: 03/03/1983

Address: 4252 Carpinteria Ave, Carpinteria, CA, United States of America 93013

College/university you now attend __________________________

Current year courses—please indicate title, level, and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line.

First Semester/Quarter Grade Second Semester/Quarter Grade Third Quarter Grade

How many AP or IB exams did you take in secondary school? ________

Applicant completes this section.
College Officials Report

I authorize all colleges and universities I've attended to release all requested records and authorize review of my application for the admission process indicated on this form.

Signature ___________________________ Date ____________

TO THE COLLEGE OFFICIAL

If you have access to the applicant's academic record and disciplinary record, please complete this form in its entirety. Attach the applicant's official transcript (copies for mentability). Use page 2 to complete your evaluation for this student, and be sure to sign below. If you have access to the applicant's academic record only, please complete the relevant portion of this form, forward to the appropriate official for completion of the disciplinary questions, asking that official to mail the form to the applicant's colleges after doing so.

College official's name (Mr./Ms./Dr., etc.) ___________________________ Please print or type ___________________________ Date ____________

Title ___________________________ College or university ___________________________

College or university address ___________ City/State/Zip ___________________________

College official's phone ___________________________ Area Code ___________________________ Number ___________________________ Ext. ___________________________

College official's email ___________________________

I authorize all colleges and universities I've attended to release all requested records and authorize review of my application for the admission process indicated on this form.

Signature ___________________________ Date ____________

SBCC Counselor or Transfer Center Director completes this section.
College Officials Report

For this section, take form to Cindy Salazar, Campus Center 222, who will submit to designated Dean.
Submission Requirements

You may be required to complete and submit additional items prior to submitting the Common App. Items that may be required are:

- Arts Supplement, if you have elected to submit it online.
- Athletic Supplement, if you have elected to submit it online.
- Institutional Supplement, if required by institution.
- Application fee, if required by the institution.
Submitting

- Once you have answered all required questions, you may submit your application. Click the 'Submit' button to submit your application --- this button can be found on the ‘Submit' section.

- You must submit the Common App to each of your selected institutions. This can be done all at one time, or one at a time.

- After you have submitted your Common App, you may add additional institutions and submit your application to them, as well.

- Once you submit an application to an institution, you will no longer be able to change the information submitted to that institution.

- It is possible to change the information in an application before re-submitting the application to other institutions, but there is no need to do so unless you need to correct an error.

- In general, the Common Application is designed to be completed once and submitted to all a student’s colleges at once or over a period of time.
Printing Your Common App

- You will be able to preview your Common Application prior to submission by clicking the ‘Quick Print' link on the maroon bar across to top of the screen.

- It is your responsibility to preview your application prior to submitting it to ensure all your information is entered correctly.

- You will be able to print preview your application once you have answered all the required questions, except those in the Future Plans and Writing sections.

- Quick Print will not populate information in the Future Plans area of the PDF.

- Once you have answered all the required questions and you are ready to submit the Common App to an institution, you will be required to print preview the completed application for each specific institution.

- This print preview will include information from the Future Plans area, as well as the Arts and Athletic supplements, if applicable.

- Please do not print your completed application and mail it to the admissions office.
Financial Aid

- To apply for financial aid you must first contact your selected institution(s) and ask for their financial aid application.
- They may require you to send your parent/guardian's federal tax return and W-2 forms.
- You should also file the Free Application for Federal Student Aid (FAFSA), which is available from your secondary school or college, or online at www.fafsa.ed.gov.
- The FAFSA allows you to list the institutions to which you are applying by including their federal listing code number. You can obtain this by calling your selected institution(s).
Questions??

- Come by the Transfer Center, SS 140 during Drop-In Advising hours for assistance.

- Before you submit the application, let a Transfer Center Advisor review your application.

- Need help with the college admissions essays? Go to www.sbcc.edu/transfer and click on “Events/Workshop Materials” for additional resources.

Remember, you can do it!