THE APPLICATION PROCESS

1. Register for an account: www.commonapp.org

2. Click on **APPLY NOW** and click on **First year student** option

3. Make sure you use an email address you check often. This is the email the Common App and colleges will use to get in touch with you.

4. Type in email address and create password. Record the email and password.

5. Click on the **COMMON APP** Tab – Be sure to complete the required profile, family, education and other information section.

6. Click on **COLLEGE SEARCH** tab and add at least 1 college to begin with. Click on the **plus sign +** to add the college**.**

7. Go to **MY COLLEGES** tab and select the drop-down to the right of the college name and go to the **RECOMMENDERS and FERPA** section.

8. Read and follow prompts to complete the FERPA form. <u>You must agree to waive your rights</u>.

9. Go to Naviance and log in: https://connection.naviance.com/hisd-debakey

10. Locate the **COLLEGES** tab on the top right side near the Home tab

11. Click on **<u>Colleges I'm Applying To</u>** from the dropdown menu

12. Make sure that your Naviance account contains the same email as you Common App account.

13. Click on **<u>Match Account</u> -** Enter email and birthdate. Then click **Match Accounts**

14. Click on **<u>Colleges I'm Applying To</u>**

15. Enter all colleges you are applying to in Naviance if you have not done so already

16. Indicate whether you will be applying for **REGULAR or EARLY** Decision

   - **Early Decision is binding   Early Action is not binding**

17. Common App Schools Only: Make sure to indicate that you are applying via Common App

18. An icon will appear next to the school indicating what type of submission will be accepted (Mail only or Electronic)

19. To add a Teacher Recommendation: Click on **COLLEGES** tab on the top right corner

20. A dropdown will appear- Go towards the bottom and click on **APPLYING TO COLLEGE**

21. Click on Recommendation Letters – Click on **Add Request** – Follow the prompts

22. If you update, add or change your college list, you must click **UPDATE** at the bottom of the screen. Otherwise the changes will not be saved.

- Please use Common App for as many schools as possible. This makes it easier for you, teachers, counselors and the registrar.

- Make sure to submit your applications first before asking for documents. Teachers and counselors will not be able to submit required documents until you submit your applications.

- <u>Do not request Teacher or Counselor Recommendations via Common App!</u> Only Use SCHOOLINKS for the recommendation letters.

- College Application Fee Waivers are only for students that qualify. Make sure you turn in the blue Social Economic form at the beginning of the school year. Keep in mind there is a limit on FEE WAIVERS.

- Even if you are using Apply Texas you must list your colleges in SCHOOLINKS. This to help the counselors view your potential schools.