

Common Application Tips

<http://www.commonapp.org>

Common Application Help Center: thecommonapplication@liaisoncas.com

When creating your account, you will be asked how many units you will have at the time of transfer

- NOTE: Typically, less than 30 units will require that you submit high school transcripts and/or SAT/ACT scores (check the school's website)
- “Add Program” is the tab you click to search for colleges to add to your application
 - NOTE: Not all colleges use the Common Application
- “My Application” is your dashboard
 - Consists of 4 quadrants: Personal Information, Academic History, Supporting Information, and Program Materials
- **Quadrant 1: Personal Information:**
 - U.S. Citizenship Status: AB 540 students select, “None”
 - Parent/guardian is not required and the information is only used for data and recruitment purposes
- **Quadrant 2: Academic History:**

Colleges Attended: Schools may require: Official transcripts, Unofficial transcripts, or No transcripts

- If official transcripts are required, they must be sent directly from all institutions attended to the Common App (not to the schools)
- Official transcripts can be ordered in person at Admissions and Records or online
 - § If ordering in person, bring the “Transcript Request Form” and list each college you attended (downloaded from the Colleges Attended page) and they will attach it to your transcripts
 - § If ordering online, choose “Educational organization” when selecting the recipient, select “Common App” from the drop-down, then enter the **CAS Transcript ID** – (located below the barcode on the “Transcript Request Form”)
- You do not have to send foreign transcripts
- If unofficial transcripts are required, you will upload them directly to Common App

College Coursework:

- Schools may require: Full transcript entry, Prerequisites listed only, or No transcript entry
- Include all courses taken and grades received in all courses, including:
 - § Non-transferable courses, Grades of “W,” “D,” “F,” or “NP” (even if you repeated the course or petitioned for academic renewal)
 - § NOTE: Common App is required to include all repeated courses in GPA calculations, regardless of an institution’s or state’s academic forgiveness poli-

cies (contact your school regarding their policy of repeats and academic renewal)

- Include all in-progress and planned coursework
- Transcript Review:
 - § This is the section that allows you to mark courses that were repeated or taken as honors.
 - § If one of the schools you're applying to requires full transcript entry, you will have to complete this before you are able to submit your application to other schools
 - § Only select "Yes" for courses that were repeated at the same institution
 - § Only mark "Yes" if your AP scores on your transcript (LACCD does not do this)

GPA Entries:

- List the GPA that is on your transcripts
 - § NOTE: If you attended multiple colleges in the LACCD you will need to calculate a separate GPA for each college. Use the GPA calculator on the Pierce Transfer website or see a counselor for help calculating separate GPAs for each college.
- **Quadrant 3: Supporting Information:**
 - Recommended to focus on those experiences and achievements within the last 10 years and at the collegiate level and above
- **Quadrant 4: Program Materials:**
 - Includes additional information and requirements for the programs you selected in the "Add Programs" section
 - Review the "Home" page carefully for any additional instructions, information, and/or requirements
 - Some institutions may require additional documents – always check the institution's website regarding which documents they require
 - Their website should also indicate from who you should request letters of recommendation, if required (e.g., academic or professional)
 - If the school requires essays, they will be listed in the "Questions" tab
 - Check your school's website for deadlines to submit transcripts and any other documents requested
- Check your email often for updates and correspondence