Common App Online: The Applicant Perspective
This presentation looks at the processing life cycle of a student’s application – from registration to submission.

**Objectives**

- Learn about functionality and flow within the CAO
- Go through the application process from an applicants perspective
Login Screen

http://www.commonapp.org
Login Screen

http://www.commonapp.org

Students register by clicking Go here
Creating a New Account

Inline help menus address commonly asked questions.

Registration instructions reinforce that accounts are valid for the current admission cycle only.
Creating a New Account

The colleges to which I am applying may communicate with me by email prior to submission of my application:

- Yes
- No

By responding 'yes' to this question, you are agreeing to receive email notices from any college or university that appears in your 'My Colleges' list. You can change your response to this question at any time using the "Account" link that appears on every page within your Common App Online account.

Students can give colleges permission to contact them. This election can be changed at any time by going to Account settings.
Creating a New Account

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Enrollment intent is used to gather statistics on COA users.
Students are taken to the main Instructions page upon completing the registration process. A brief video offers an overview of the application.
The navigation menu appears on the left side of the screen. Students can move through the application by clicking through each of the sections.
Getting to the Search Engine

By clicking on **Search for Colleges** on the left-hand navigation menu, the student is brought to the Simple Search page.
On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the button...
The Search Engine

On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the button... brings the user to the Search Results screen.
The Search Results Screen

From here, schools can be mapped...
The Search Results Screen

From here, schools can be mapped...

... and searches can be saved.
Comparing Schools

Clicking on the **Compare** button from the search results screen allows students to compare up to three different institutions.

Clicking on the categories at the top (e.g. **Admissions**) will display different sets of relevant data.
Adding a College

To add a school, check the box next to its name and click on Add to get to the My Colleges screen.
Adding a College

The QuickAdd feature allows you to bypass the search screen if you know the school name.
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Clicking on a school option that appears in this list will activate the QuickAdd button.
My Colleges

Show instructions for this page.

Status Legend: ▼ Not Started □ In Progress ▲ Complete

My Colleges

- Maryville University of St. Louis
- Siena College
- Stonehill College

To view school information...

Maryville University Of St. Louis

Deadline: N/A until term is assigned

Application

In Progress

Before submitting the CommonApp to this institution you must:
Complete the CommonApp Future Plans section for this institution
Submit your Supplements to this institution

Supplements

Not Started

Before submitting your Supplements to this institution you must:
Complete the CommonApp Future Plans section for this institution

Payments

Complete

School Forms

Assigned: 08/02/2011

Please use the School Forms link to check status information

View College Details
To view school information... click on the school’s name – the info at the bottom refreshes.
After searching for and adding colleges, the user moves on to the Common Application itself, beginning with the Future Plans section with college-specific questions.
Data Suppression

Some colleges may elect not to receive certain information, even if students include that information as part of their application. “Suppressible” items include:

- SSN
- Religious Preference
- Self-Reported Testing
- Discipline Information
Required Questions

Throughout the Common Application, applicants will come across required questions which will be marked in **bold** and **gold**.
Error Messages

When students decline to answer required questions, a system message is displayed at the top of the page letting the user know which questions have not been answered successfully.

These questions are also highlighted in the form itself.
Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer...

Citizenship Status (Demographics):

Parent Living (Family):
Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer... new questions pursuant to that answer will appear dynamically.

Citizenship Status (Demographics):

Parent Living (Family):
CEEB Codes

The CEEB code look-up feature populates school information to the Common Application automatically.

Search

Select the country of your secondary school below and enter at least one other search criteria. You do not need to enter information into every search field, however.

Search results will appear below. Once you locate your school in the search results, click on the school to populate your application with the school’s information. If you are a home school student, please click on the 'Home Schooled' link. If you are unable to find your school, please click on the 'Not Found' link at the bottom of the search results screen which will populate a generic code for you within your application.
The CEEB code look-up feature populates school information to the Common Application automatically.

<table>
<thead>
<tr>
<th>Code</th>
<th>School Name</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>210955</td>
<td>Bullis School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210838</td>
<td>Connelly School of the Holy Child</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210836</td>
<td>German School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210841</td>
<td>Heights School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210843</td>
<td>Mclean School of Maryland</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210845</td>
<td>Muslim Community School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210317</td>
<td>Saint Andrews Episcopal School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210839</td>
<td>Winston Churchill High School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
</tbody>
</table>

If you didn't find your school, click here to indicate Not Found in your application, and you will be able to enter your school's information manually.
CEEB Codes

The CEEB code look-up feature populates school information to the Common Application automatically.
Students can check their progress at any time by clicking Preview at the top of the page. This will bring up a PDF copy of the application.
On the final section of the Common Application, students affirm that they have previewed their application and then select schools for submission before clicking on Submit.
After a successful submission the student is brought back to their My Colleges page and can view status information about other areas of their Common Application.
Errors in Submission

If there are still some unanswered required questions, they are displayed as clickable links that, when clicked, take the student directly to the unanswered question.

Unanswered, required questions are highlighted.
Supplements

Working down the left-hand navigation menu, students will arrive at the Supplements section.
Supplements

Working down the left-hand navigation menu, students will arrive at the Supplements section.
Payments

Unless a school requires payment before submission, students will be prevented from paying at the beginning.

**Yale University**

Term not selected  **Payment Not Submitted**  Deadline: N/A until term is assigned

**Application Fee:** $75 First-Year Domestic Fee

Payment types accepted by this college:
- Online Credit Card / eCheck
- Mail Check
- NACAC Fee Waiver Request
- College Board Fee Waiver Request
- Other Fee Waiver Request

For students paying application fees by credit card: please note that the processing of a credit card fee may take 1-2 days to reflect with the Common App Online. This college will not receive your application until your fee has been successfully processed. You may pay the fee at any point, even before submitting your application. We recommend that you do this to avoid a delay if you submit your application close to the deadline.

**Siena College**

Fall 2012  **Payment Not Submitted**  Deadline: 12/01/2011

**Application Fee:** $50 First-Year Domestic Fee

Payment types accepted by this college:
- Online Credit Card / eCheck
- NACAC Fee Waiver Request
- College Board Fee Waiver Request
- Other Fee Waiver Request

Before submitting your **Payment** to this institution you must:
- Submit the CommonApp to this institution
- Or
- Submit your Supplement to this institution
Students electing to pay by Credit Card or eCheck are taken to the website for our payment vendor where they must:

1) Agree to the terms and conditions
2) Fill out payer information
3) Enter Payment Method & Information
4) Click Submit
Payment Confirmation

After clicking on “Submit” the student will receive a processing message...

Followed by a confirmation page...

Payment Summary. Please print this page for your records.

- Payment Confirmation
  - Pay to the order of: Apply Yourself
  - Payer ID: 1481118-5/1/2007 11:30:32 AM
  - E-mail Address: jmonks@ayrecruiting.com
  - Effective Payment Date: 5/1/2007
  - Payment Status: Paid
  - Card Type: Master Card
  - Account Number: 5454
  - Expiration Date: 05/2008
  - Name on Card: Jason Monks
  - Payment Tracking Number: 8723520070501
  - Payment Total: $75.00

Transaction(s) Summary

- Transaction Status: This transaction has been accepted.
- Apply Payment To: Yale University
- Payment: $75.00
Students who pay by Credit Card or eCheck can print a *receipt*. 
The Mail Check option records a student’s intent to mail a check to the college.
Payments – Fee Waivers

Students may also request a Fee Waiver on the Payment Page.

All members agree to accept both the NACAC and College Board Fee Waivers. Online counselors can submit the NACAC Fee Waiver online.

Some members use an “Other” Fee Waiver option. Students must contact these institutions for eligibility information.
Payments

Color coded icons make it easier for applicants to see the status of their payments.

Payment submission is NOT tied to Common App submission and is a distinctly separate submission process.
Three Distinct Submissions

The Application, Payment, and Supplement submissions are three distinct processes. Students should refer to the My Colleges page to confirm that all required items have been submitted properly.
School Forms

When students first click on **School Forms**, they will need to complete the FERPA Waiver.

**Release Authorization**

- I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf. I understand that, upon submission, my release may not be altered in any way.

**IMPORTANT PRIVACY NOTICE:** Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).

2. You waive your right to access below, regardless of the institution to which it is sent:
   - Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
   - No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I’m enrolling, if that institution saves them after I matriculate.

- **Signature**
- **Date (mm/dd/yyyy)**

[Submit]
When students first click on \textit{School Forms}, they will need to complete the FERPA Waiver.

After completing the waiver, applicants can \textbf{Invite Officials} to provide recommendations.
Naviance Schools using eDocs are flagged in the CAO system. When students from these schools arrive in the School Forms section, they are instructed to consult with their counselor.

For transcripts, school reports and teacher recommendations, your school is using Naviance eDocs. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your counselor and teachers submit their school forms you will be able to view their status here.

If your counselor or teachers wish to submit school forms via mail, use the links below to download the applicable printable forms that can be completed on paper and mailed to each institution to which you apply:

- Teacher Evaluation Form
- Counselor School Forms
- Early Decision Agreement
- International Supplement to the School Report
Inviting School Officials

On the Invitation page applicants answer a few brief questions about the school official and click on Send Invitation to notify the official of the request.
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If the student selects Teacher, a dynamic subject question appears.
Assigning an Official

Once the required information has been filled out on the School Official Details page, officials can then be assigned to schools on the School Forms page.

One counselor and multiple teachers can be identified for School Forms (depending on the requirements of each member school).
Monitor School Forms

Students can monitor status information on these pages. They can also delete school officials or resend the notification email to counselors or teachers who have yet to begin a form.
Opting Out

The School Forms page changes if teachers or counselors click on the opt-out link from the system-generated email the students sends them.

Printable PDF school forms can be mailed to a college/university.
Contact Us

Applicant Support Center

School Forms Support Center

Common Questions for School Officials