



College Prep:



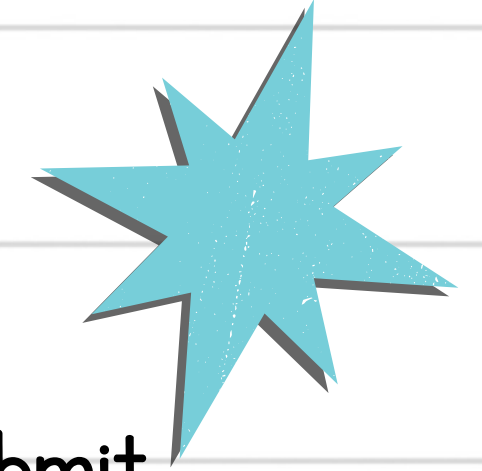
# Using The Common App



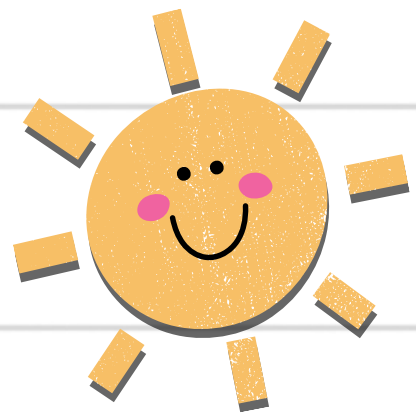
a helpful tutorial



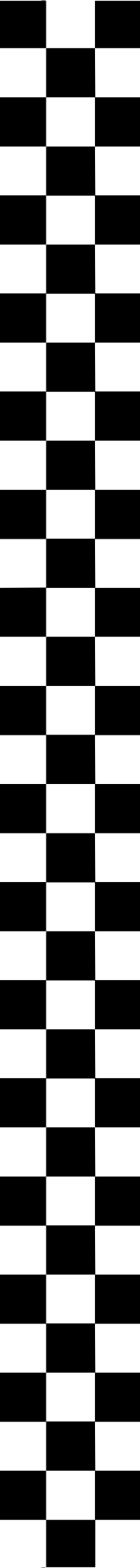
# Welcome!



Some colleges require students to use Common App to complete and submit their college application. Common App is a free application that can be downloaded directly from the App store. You can also sign into Common App on a computer or laptop using their website: <https://www.commonapp.org/>

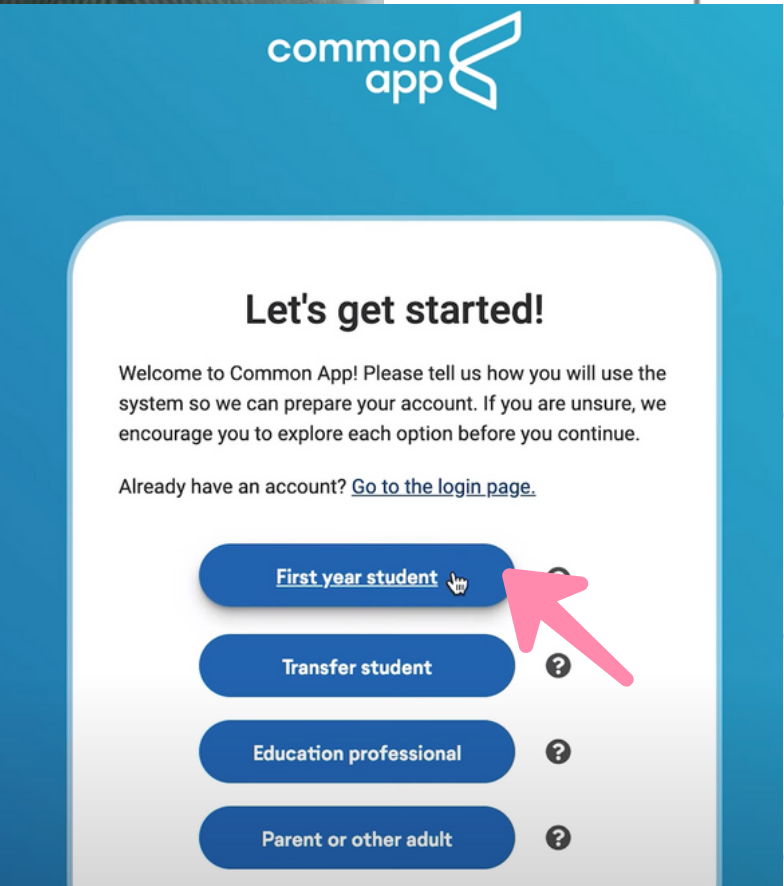
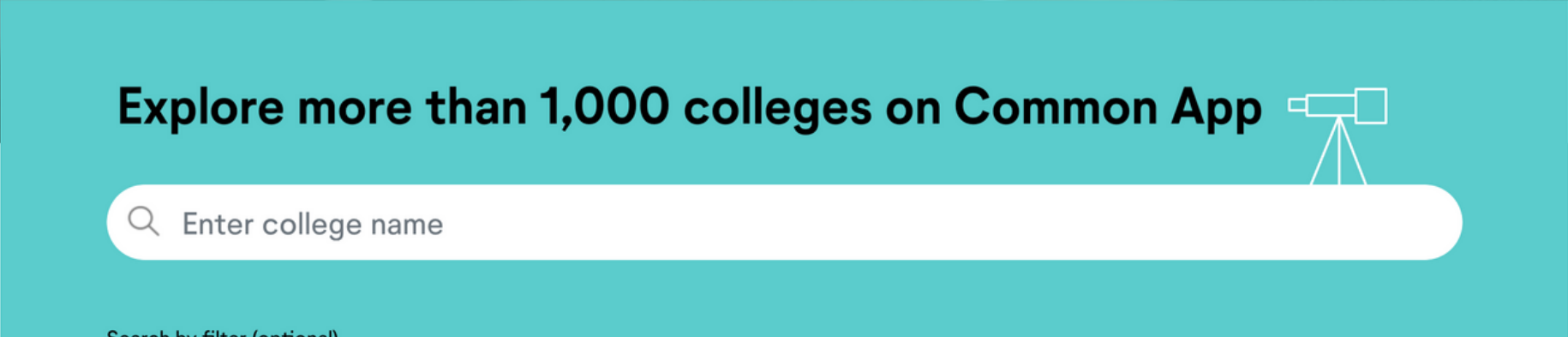
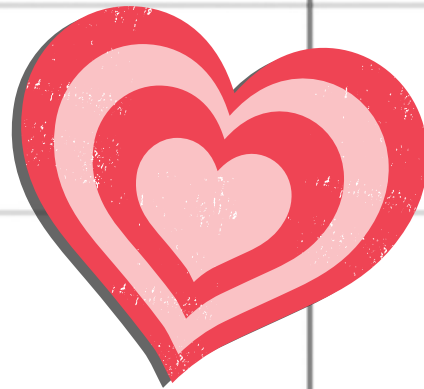
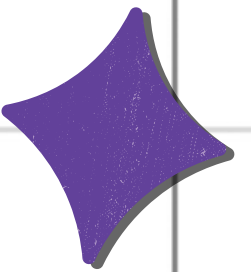
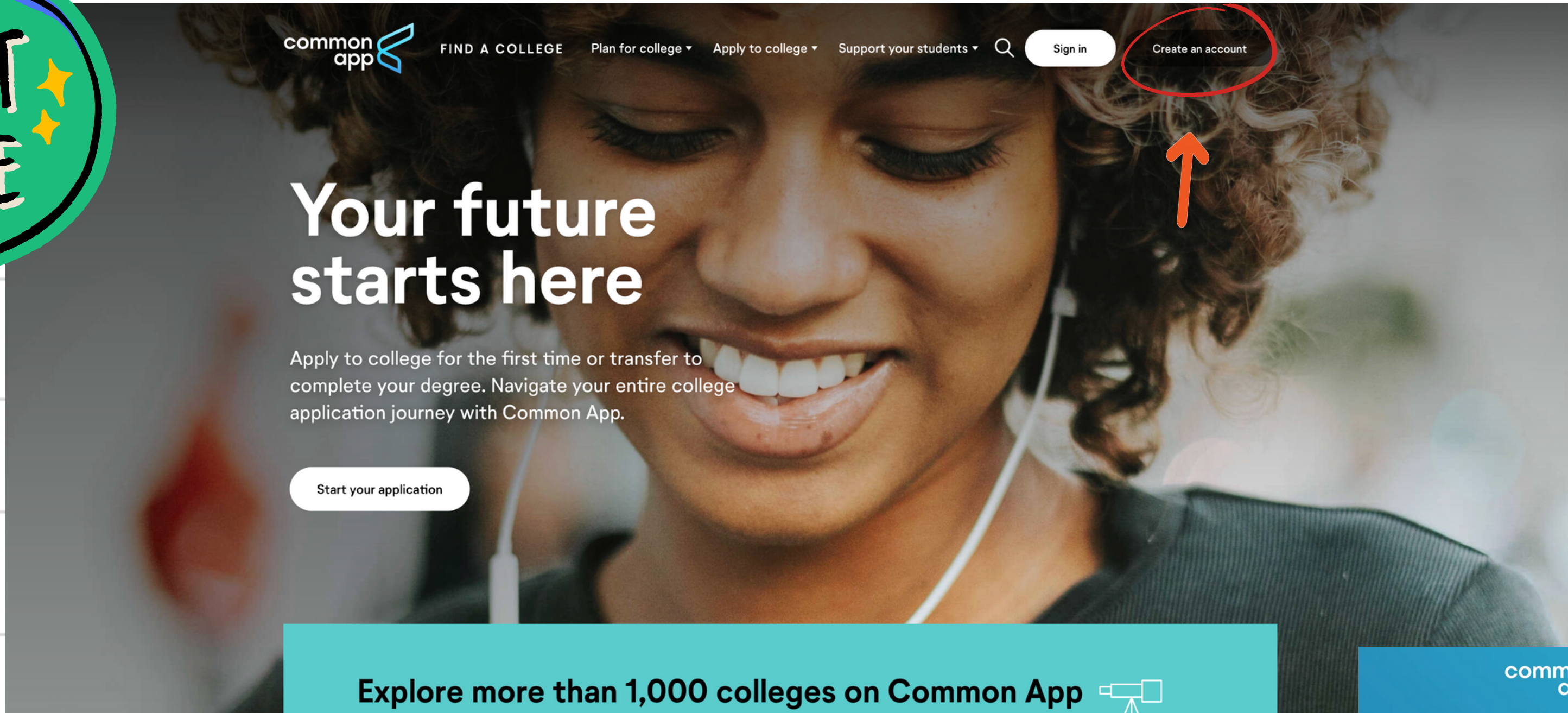
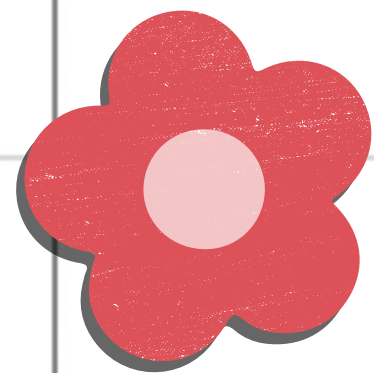


Be sure to take a look at the application requirements on each of your top schools' admission pages **FIRST** to see if they allow or require students to use Common App for the application process.





START  
HERE




Click "Create an Account" and select "First year student."

Enter your information to create an account.

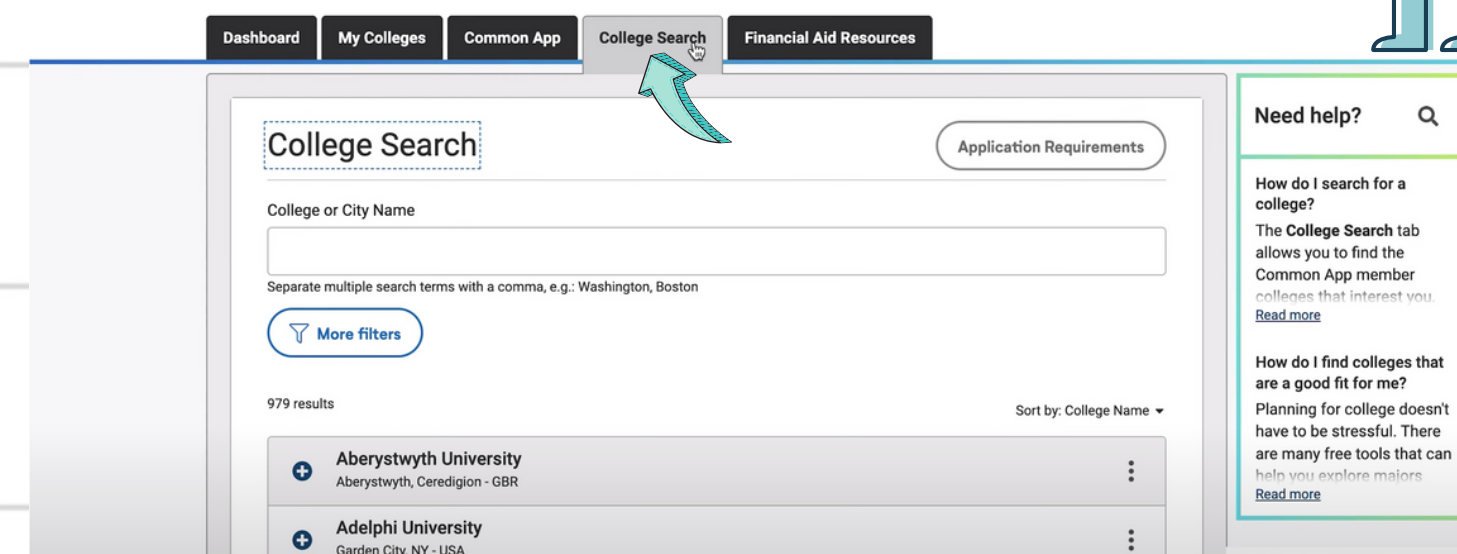
# COLLEGE SEARCH

You can begin searching for colleges and filter by using the name or location.

When you find a college that you are interested in, click the  symbol to add it to your list.

You can add or remove colleges at any time.

If you don't know where to apply yet, you can still work on components of your application.



Dashboard My Colleges Common App College Search Financial Aid Resources



College Search Application Requirements

College or City Name

Separate multiple search terms with a comma, e.g.: Washington, Boston

[More filters](#)

979 results Sort by: College Name

-  Aberystwyth University  
Aberystwyth, Ceredigion - GBR
-  Adelphi University  
Garden City, NY - USA

Need help?

How do I search for a college?  
The College Search tab allows you to find the Common App member colleges that interest you.  
[Read more](#)

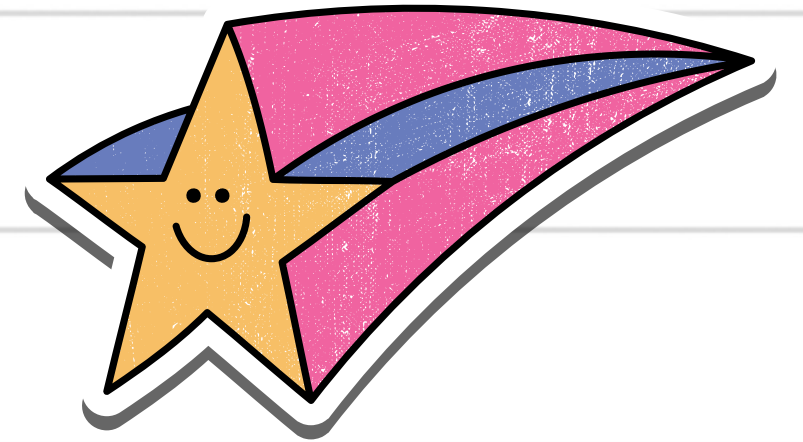
How do I find colleges that are a good fit for me?  
Planning for college doesn't have to be stressful. There are many free tools that can help you explore majors.  
[Read more](#)







# Common App Tab

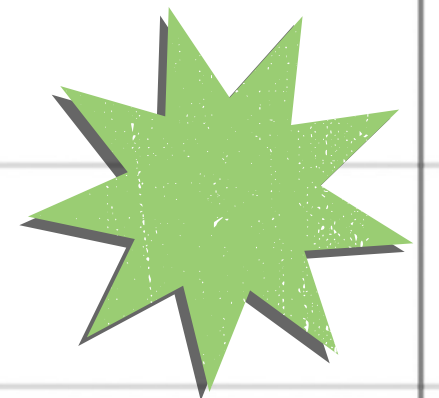


Input your personal information in the “Common App” tab.

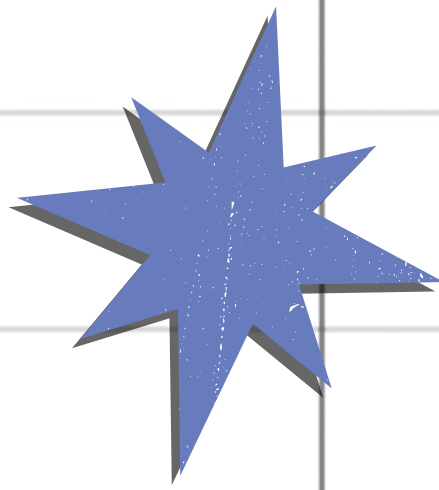
You only need to do this once because the information from this tab will be shared with every college that you apply to.



**ABOUT  
ME**



# Important Information



Some colleges charge a fee to submit the application. Some colleges do not charge a fee to submit the application. You can filter the search to find which ones do not require a fee. You may be eligible to request a fee waiver.

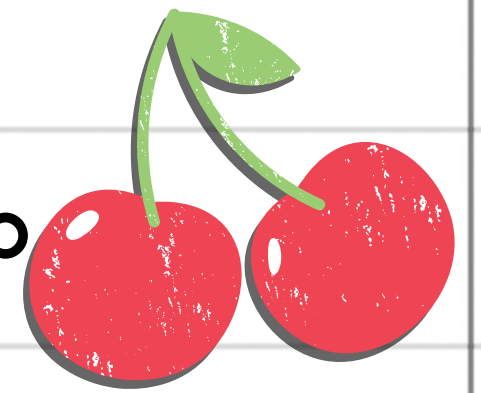
Some colleges require a personal essay. Some colleges do not require a personal essay. You can submit a personal essay even if it is not required. Common App has seven essay prompts to choose from.

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (circled in red), College Search, and Financial Aid Resources. On the left, a sidebar menu lists various sections: Common App, Profile, Family, Education, Testing, Activities, Writing (highlighted with an orange bracket), and Courses & Grades (0 college(s) require). The main content area is titled 'Writing' and includes a 'Preview' button. Below this, there is a 'Personal Essay' dropdown menu. The text explains that some colleges require a personal essay and that users can choose to include or not include it during submission. There is a checkbox labeled 'I understand'. Below this, a list of colleges is shown under the heading 'Required', with 'Howard University' listed. A 'Not Required' section is also visible but empty. On the right side, there is a 'Need help?' section with a search icon and a link to 'Read more'.





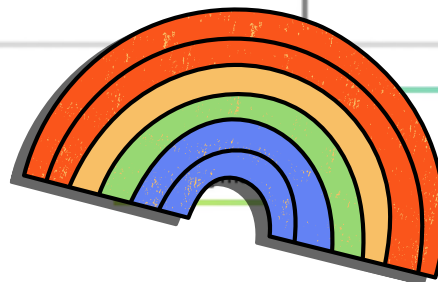
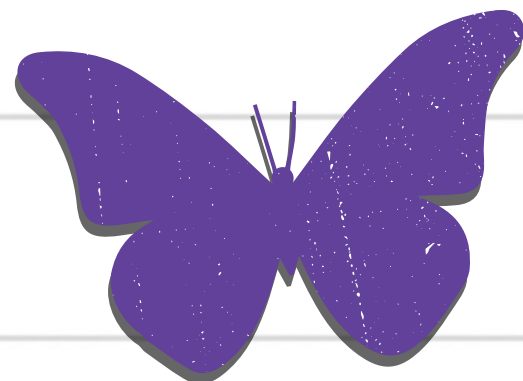
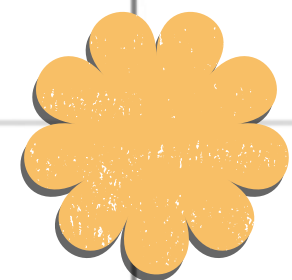
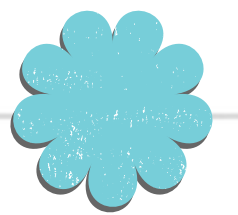
The "Dashboard" tab has all of the colleges that you have added to your list.



In the dashboard, you can find the status of each of your applications.



To view each application's deadline within your dashboard view, you must select the term and admission plan for each of your selected colleges within the "My Colleges" tab.



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Dashboard My Colleges Common App College Search Financial Aid Resources

Dashboard

Application Requirements

Sort by: College Name

**Click Here!**

[Add your term or admission plan](#)

Application - In progress

Show more details

Need help?

How can I view a college's Writing Supplement, if they have one?  
There are two ways you can access a college's Writing Supplement.  
[Read more](#)

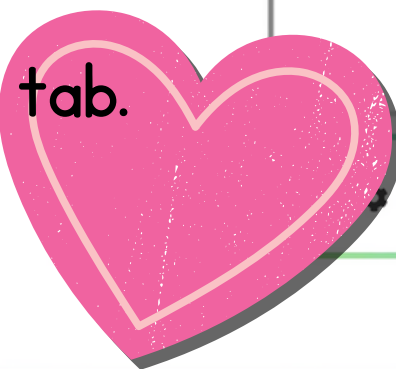
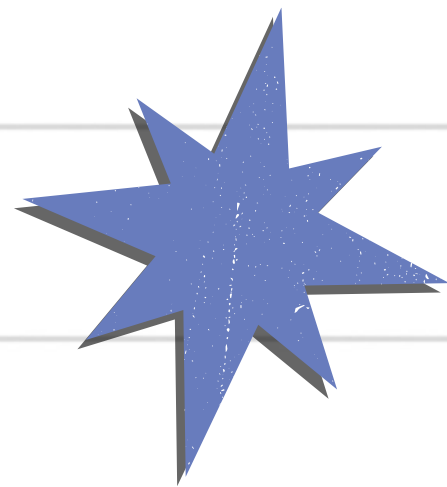
How many colleges can I add to my Dashboard?  
The Common Application member colleges have stipulated that applicants may add up to 20 colleges.  
[Read more](#)



Individual colleges will ask you for specific supplemental information needed for each respective application.

This is the place where you can also select who you would like to complete your letters of recommendation such as a former teacher or counselor.

You must decide if you will or will not waive your right to review the recommendations submitted on your behalf. Be sure to read the important information about FERPA and other information included in the “My Colleges” tab.



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Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

CLICK HERE

My Colleges

In this tab you will continue your application for each college and you will:

- Complete college-specific questions and supplements
- Invite and manage recommenders
- Submit your application!

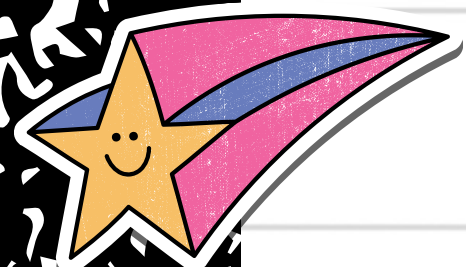
For more help in completing this tab, you may contact our [Applicant Solution Center](#) at any time to answer your questions.

Add a college

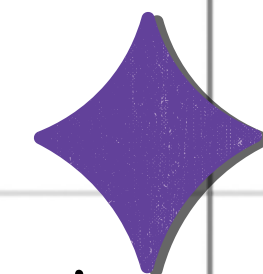
Need help?

Need help?  
If you need assistance answering questions on any of the My Colleges pages, please contact the [Read more](#)





# Final Steps



You can review your entire application and make any edits within the “My Colleges” tab. Remember to give yourself plenty of time to prepare, review, and edit all parts of the applications **AHEAD** of the deadline.

After you review and edit, you will be directed to pay the application fee, as needed. Please note that just because you submit the payment for the application does not mean that you have submitted the actual application!

Read and sign the remaining important information and agreements. Now you can submit your application!



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Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

REVIEW

College Information

Application

✓ Questions

✓ Recommenders and FERPA

Review and Submit - Common App

### Application Submission

You are ready to review and submit your application to Savannah College of Art and Design! The submission process includes the following steps:

- 1 Review your application
- 2 Pay the application fee (if not waived)
- 3 Submit your application

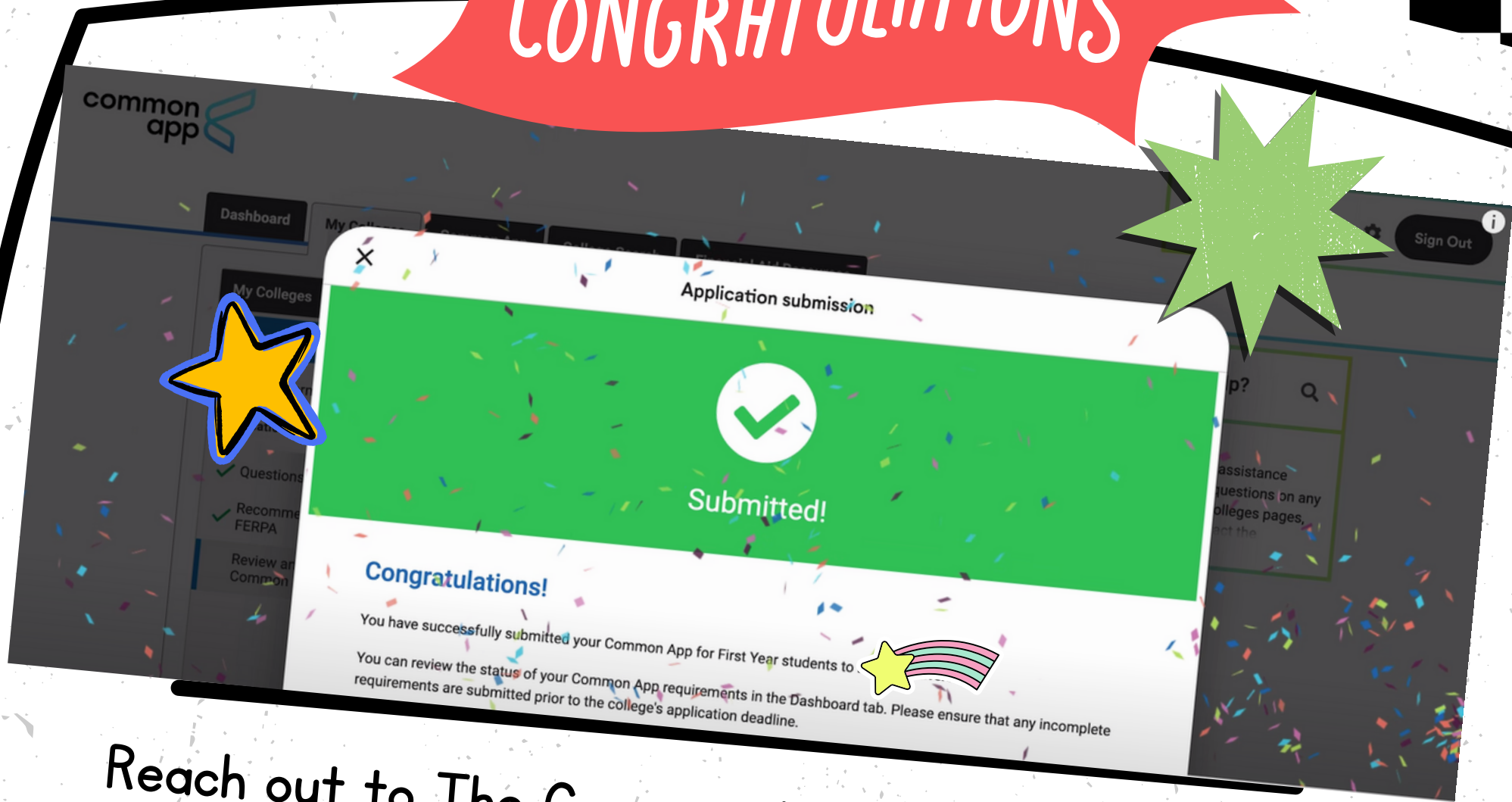
Application payment will take you to a secure, third-party payment service. Once you have paid the application fee, you must return to the Common App. Your application will not be submitted until you complete your signature and confirmation.

**ALMOST THERE!!!**

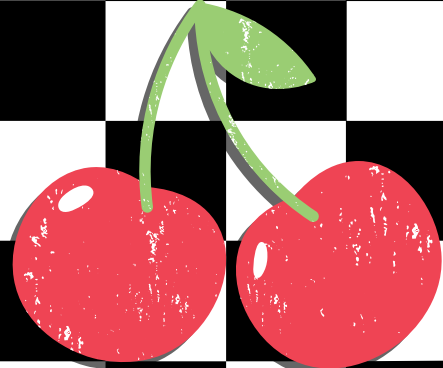
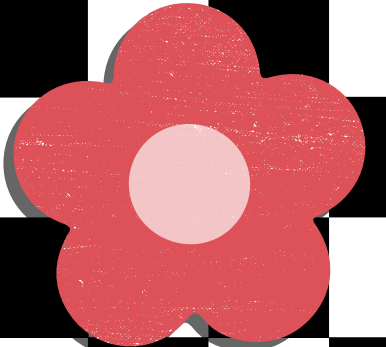
Need help?

Need Help?  
If you need assistance answering questions on any of the My Colleges pages, please contact the [Read more](#)

CONGRATULATIONS



Reach out to The Common App Support Team for technical support at [commonapp.org/help](https://commonapp.org/help). They are available 24/7.



GOOD LUCK!