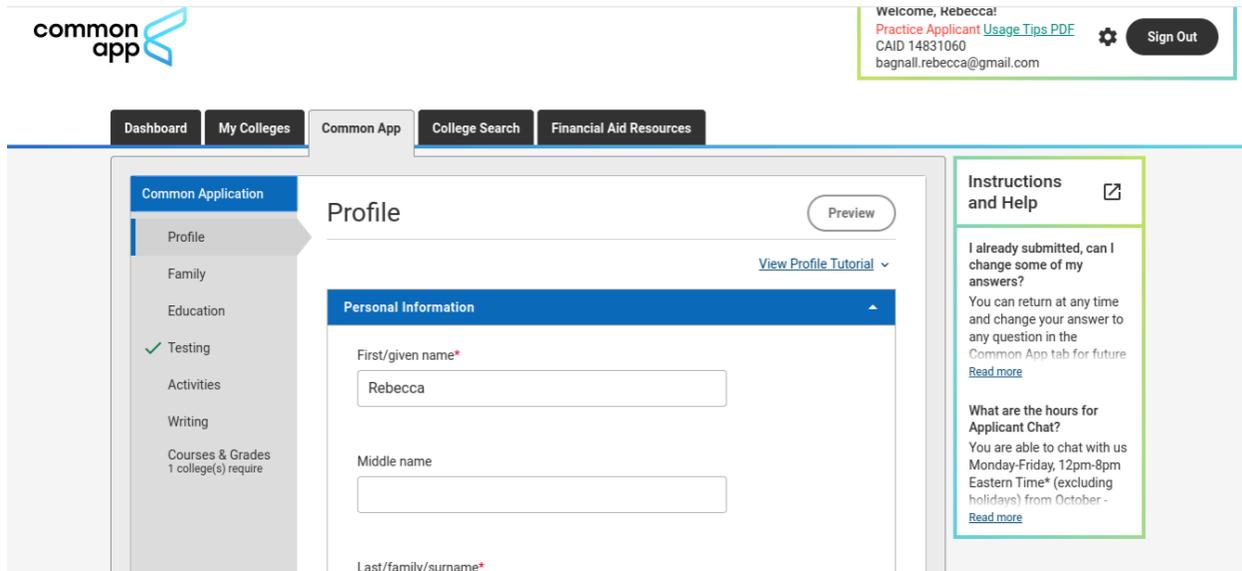
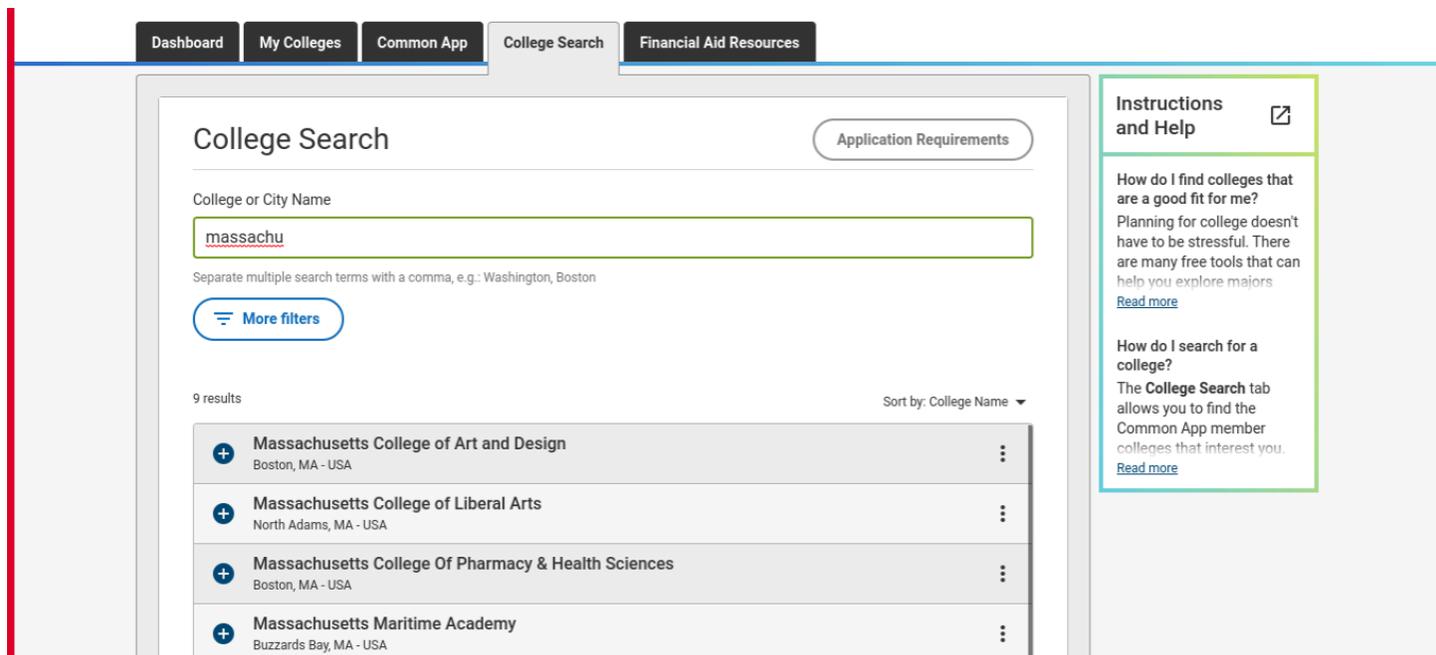


Common Application Info

- Create a Common App Account (www.commonapp.org)
 - You may use your personal or school email address
- Focus on the “Common App” tab section first.

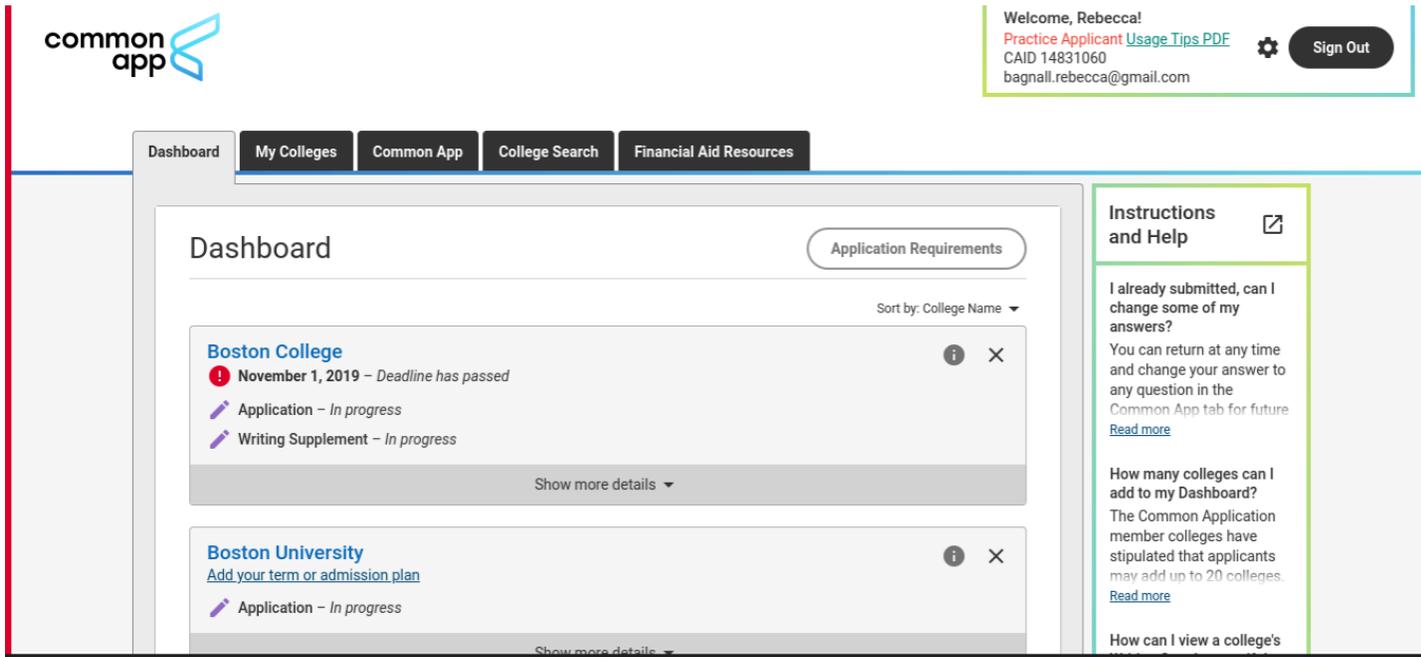


- The “Common App” tab (pictured above) includes information that is sent to all of your schools when submitted. You will only need to fill out this section once. Do not include any college-specific information under this tab.

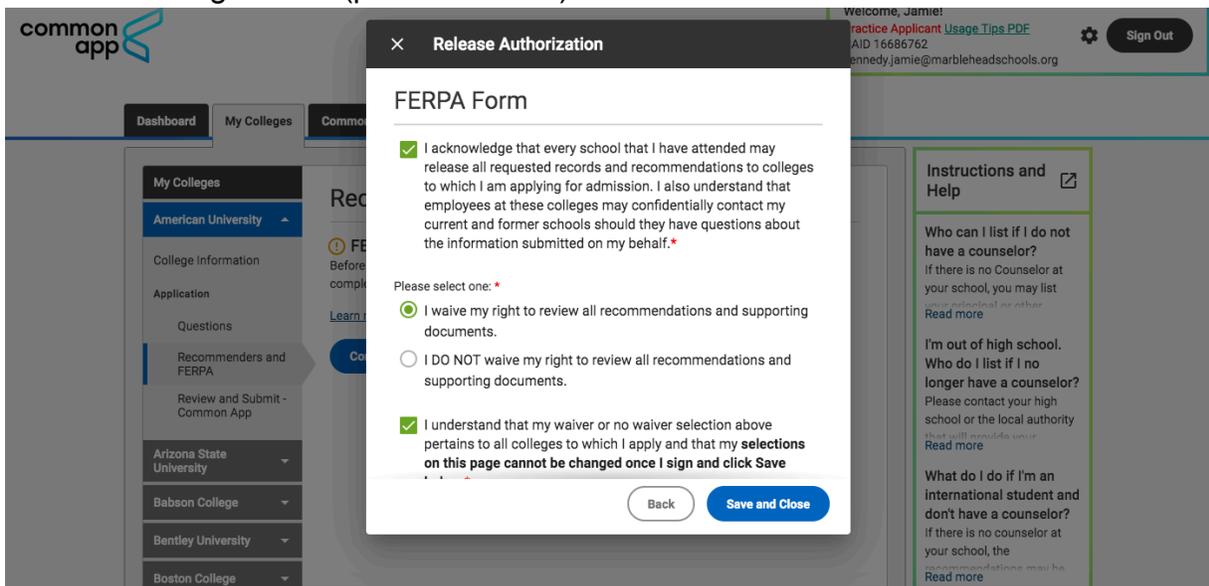


- First, add one college under the “College Search” tab. Even if you are not going to apply to that college, you need to add one school. Colleges can always be removed from your list.
 - Once you have added colleges to your Common App, they will show up under this “My Colleges” tab

- Each college will have specific questions you will fill out including some colleges with an additional writing supplement question. Not all colleges will have additional essay questions.

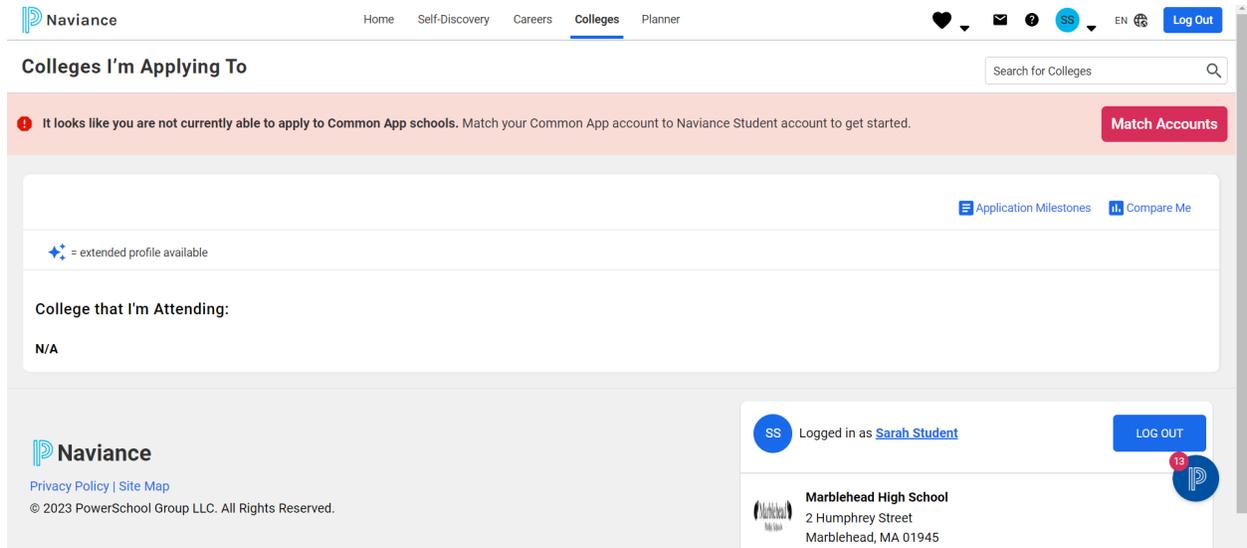


- “Dashboard” tab: Lists all colleges on your Common App and college deadlines
- Next, to waive your rights, under the “My Colleges” tab, select Recommenders and FERPA under the college name (pictured below):



- Click on the release authorization under FERPA Release Authorization.
 - Instructions – read the Release Authorization. Click the box and press continue.
 - Click on the box to authorize all of your documents to be sent to colleges.
 - Select the option: “I waive my right to review all recommendations and supporting documents submitted by me on my behalf.”
 - All Marblehead Teacher Letters of Recommendation are confidential

- Students **must waive their rights** to view college recommendations in order for letters of recommendation to be sent to colleges.
- In order for us to submit your transcript and letters of recommendation, you will need to match your CommonApp and Naviance accounts.



- Log into your Naviance account at <https://student.naviance.com/auth/fclockup>
 - Click on the “My Colleges” tab and select the “Colleges I’m Applying To” link
 - At the top of your screen to the right, click “Match”
 - You will be redirected to your CommonApp account to re-enter your login information