

## Account Creation

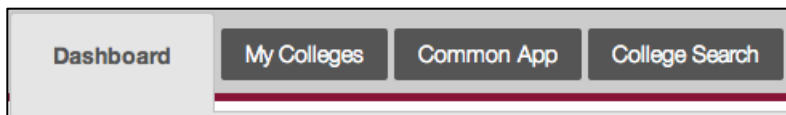
To start, applicants must create a user account with [The Common Application](#). Applicants can choose to create either a first year account or a transfer account using a single unique email address.

### Tips

- Be sure to enter your name exactly as it appears on official documents
- Opt in or out of receiving communications before even submitting your application from schools that you express interest in

## Getting Acquainted

After creating an account, you will automatically be logged into the Common Application. First familiarize yourself with the four main navigational tabs:



**Instructions & Help Center** →

**Access to Writing Supplement**  
 In order to gain access or see the writing supplement (if offered) you must first complete all t... [+]  
[\[more\]](#) →

Within every tab except for the Dashboard tab, you will find additional navigational buttons along the left-hand side of the screen. These buttons take you to subsections of a given tab. You will also find it useful to reference the Instructions & Help Center area along the right-hand side of any screen within your account.

## Dashboard

The Dashboard can be considered the “home base” for managing your Common Application process. At a glance, you can quickly check on the progress of your Common App for all schools you’ve added to your list.

### Tips

- Sort by Deadline to make sure you’re on pace to complete your work on time
- Organize yourself by removing any schools from your list that no longer interest you
- Once all materials under Application read “Ready,” you will see a button allowing you to submit to that particular college/university

My Colleges (2)	Deadline	Application	Writing Supplement
▶ NGU Undergraduate Program	—	●	●
▼ Training University	—	●	—

Term or Admission Plan Incomplete

- **Application**
  - Common Application [Incomplete](#)
  - Questions [Incomplete](#)
  - Recommenders and FERPA [Incomplete](#)

## My Colleges

<b>NGU Undergraduate Program</b> +
<b>Training University</b> -
<b>Application</b> (0 of 3 Completed)
<input type="checkbox"/> Questions
<input type="checkbox"/> Recommenders and FERPA
<input type="checkbox"/> Review and Submit - Common App

This tab shows you all of the specific steps required for you to submit to the different colleges and universities in your list. While every school requires you to complete the Common App questions, there are three additional steps that you are required to complete.

**Questions** are asked by every college and university. This section contains school specific questions with response options unique to that school (e.g. What major do you intend to pursue at Training University?).

**Recommenders and FERPA** asks you to invite counselors and teachers, at the very least, to submit recommendation forms on your behalf. Completion of this section is what initiates the online recommendation process for all counselors, teachers, parents, or other recommenders.

**Review and Submit – Common App** is the final step of the most basic Common Application experience. This section can be completed once all required questions have been answered within the Common App tab and the Questions section for a specific school, and the required recommenders have been invited and assigned.

## Common App

This tab contains all of the required questions, along with many optional questions as well, that each Common App member college and university considers when reviewing your application for admission. The questions found in this tab are common across all schools and offer common sets of possible response options.

### Tips

- Any information you wish to report but isn't asked for directly in the Common App can be shared in the Additional Information section of the Writing screen
- Required questions are indicated by a red asterisk (\*)
- New questions may appear dynamically based on your response to certain leading questions

## College Search

This tab allows you to not only add colleges and universities to your Common Application, but also to research which schools best fit your needs.

### Tips

- Click on the College Navigator link after selecting a school from the results list to see more detailed information about the school
- Adding a college/university to your list of schools allows that institution to reach out to you via email if you opted to receive those emails when registering for a Common App account

<b>School or City Name</b>	<input type="text"/>
	<small>Separate multiple search terms with a comma, e.g.: Washington, Boston</small>
<b>Country</b>	<input type="text" value="Select"/>
<b>US State</b>	<input type="text" value="Select"/>
<b>Distance from ZIP</b>	<input type="text" value="Select"/> <input type="text" value="Select"/> Miles from <input type="text" value="00000-0000"/>
<b>Term</b>	<input type="checkbox"/> Fall 2015 <input type="checkbox"/> Spring 2015 <input type="checkbox"/> Other 2015
<b>Applicant Type</b>	<input type="checkbox"/> First Year <input type="checkbox"/> Transfer
<b>Deadline on or after</b>	<input type="text" value="mm/dd/yyyy"/>