

THE COMMON APP

Frequently Asked Questions

What is a surname?

Answer:

- Surname is another word for Last Name.

What type of account do I have to use on the Common App?

Answer:

- You will create a [*First Year Student*](#) account.

Which email address should I use when I set up my account, school or personal?

Answer:

- You must use your Cardinal Mooney Email when creating your Common App account.
- The email must match your Naviance account, so since Naviance is your Cardinal Mooney email, your Common App account needs to be too.

How do I add colleges to my common app list?

Answer:

- The College Search tab is where you will search for and add the colleges you want to apply to.
- Add a college using the add button in the search results list.
- You can also select a college and add them using the "Add to My Colleges" button from their info screen.
- Once you've added colleges, you can see them on your Dashboard and in your My Colleges tab.
- Keep in mind you may only add up to 20 colleges. You may adjust your list of colleges at any time.
- BUT Once you've submitted, you will not be able to remove those schools from your My Colleges list.

How many colleges can I apply to on the Common App?

Answer: Up to 20

Does the Common App save my work automatically?

Answer: Yes

What is the difference between Early Decision, Early Action, and Regular Decision

- **Early decision**
 - Binding!!!
 - A student who is accepted as an Early Decision applicant **MUST** attend the college.
- **Early action**
 - Nonbinding
 - Students receive an early response to their application but do not have to commit to the college until the normal reply date of May 1.
 - Typically applications are due November 1st, but each college is different.
- **Regular Decision**
 - Applications are due between early January and mid-February, depending on the school you're applying to.
 - You'll typically receive your admission decisions between mid-March and early April and will accept or decline your offers by May 1.

How do I get my transcripts sent to schools?

Answer:

- Once you are finished with your common app or other college application, you will have to notify Mrs. Hughes that you are ready to submit VIA EMAIL.
 - Then she can submit all of the documents that she has to fill out through your Naviance account, one of which is your transcript.
 - Keep in mind that each school has a different deadline.
 - You will submit each school separately. So you have to tell her when you are submitting to each individual school.
- You will submit your end of the Common App portion yourself.

How do I tell Mrs. Hughes that I need my transcripts and other documents sent to a college/university?

Answer:

- Send an email to thughes@cardinalmooney.com with the names of the schools that you are ready to submit.

Do I have to have letters of recommendation?

Answer:

- No.
 - Each college has different application requirements and will tell you on the common app if you need a letter of recommendation (or multiple).
- However, if you feel that the college you are applying to is more difficult to get in and you want to help yourself out, they may allow you to submit a letter.
- Some colleges do not allow you to submit a letter of recommendation. They will specify on the common app.

How do I get letters of recommendation added to my common app application?

Answer:

- DO NOT add recommenders on the Common App.
- We use Naviance to submit letters of recommendation, so you will need to link your Naviance account to your Common App account.
- Then you will request letters of recommendation through your Naviance account.
- Directions can be found [here](#).

How do I request letters of recommendation?

Answer:

1. First, ask the teacher in person if he/she is willing to write a letter of recommendation for you.
2. Give the teacher a Brag Sheet that tells them about you, what you were involved in during your high school years, volunteer work you did, sports you played, activities/clubs you participated in, any outside sports you may have participated in (dance, horseback riding, etc, swim team, etc.)
3. Sign onto your Naviance account and submit a request for a letter of recommendation to the teacher(s) you chose.
4. Directions to do this can be found [here](#).

How do I link my Naviance account to my Common App account?

Answer:

- For a video tutorial of how to link your accounts click [here](#).

Do I have to “waive my rights” on the FERPA page?

Answer:

- Yes. I know it sounds scary, but if you don't click YES, I WAIVE MY RIGHTS then no one will be able to submit information on your behalf (letters of recommendation, transcript, etc.)
- We also won't be able to link your Naviance account if you do not waive your FERPA rights.

Where/How do I answer the FERPA waiver?

Answer:

1. Login to your Common Application account
2. Click on “My Colleges”
3. Choose one of the colleges you plan to apply to
4. Click on “Recommenders & FERPA”
5. You must complete all of the questions in the “education” section.
6. Click on the link to complete the FERPA waiver
7. Agree to the terms.

Why won't my Naviance account "match" to my common app account?

Answer:

- Check to see if you completed the FERPA waiver. If you did not complete it and waive your rights, you will not be able to link the accounts.
- An explanation for the unsuccessful match should be given in the "Common App Account Matching" box
- If it says you need to complete the FERPA," see directions above.

Do I have to put my class rank?

Answer:

- No, you do not have to put your class rank especially if you don't think it will help you with your application.

Is there an application fee for every college/university?

Answer: No, some colleges have free applications, some are free with a code, and some are free for a limited time.

For a list of Ohio colleges and universities with no application fee, click [here](#).

How do I know if I qualify for an application fee waiver?

Answer: Click [here](#) for fee waiver information.

For additional FAQs and information, visit the Common App website [here](#).