



Common Application **APPLICATION** guidelines

Foothill College: CEEB is 4315

www.commonapp.org

Create a student Account. Once students are in the system, they will see 4 tabs at the top: College Search, Dashboard, My Colleges, and Common App.

Click on tab “**College Search**” to search for the colleges that use the Common Application. Students should select the colleges where they want to apply. Put a check in the box by the college name and click the Add button.

Use the tab “**Dashboard**” to navigate through the different applications. To work on and/or return to an application, click on the name of the college and then click the link called “Term or Admission Plan Incomplete.”

Click on the tab “**My Colleges**” and the school name to access college information and requirements. Information includes application deadlines, application requirements, and fees. View College Website for up to date transfer admission criteria and additional supplemental application requirements for specific majors.

Under the tab “**My Colleges**” are three additional sections to complete per college: Questions, Recommenders & FERPA, and Review and Submit – Common App. These are specific to each college and students will need to submit the required documents to each school. Some colleges may require additional Supplemental forms in addition to the Common Application. Supplemental applications may/ may not appear when a college is selected.

Students will need to select the FERPA Release Authorization allowing Foothill College to release all requested records and recommendations to the colleges they apply. Students have the option of selecting whether they want to review all recommendations and supporting documents submitted by all recommenders (it is recommended that students chose the option, “I waive my right to review...”)

Click on the tab “**Common App**” to complete the actual application. The information in this application will be sent to all the colleges. There are six sections to be completed: Profile, Family, Education, Testing, Activities, and Writing.

Profile: There are nine sections: Personal Information, Address, Contact Details, Demographics, Geography, Language, Citizenship, Scholarship Information, and Common App Fee Waiver. Under “Citizenship,” International students will need to list their VISA # and the date of issue. Undocumented or AB 540 students can choose “Other” for Citizenship status, list the country of citizenship, and under “Currently held U.S. Visa,” select “I do not hold currently valid US non-immigrant visa.”

Family: There are four sections. The information with the red asterisks about household, parents, and sibling are required. Some colleges will give priority to applicants whose parents attended the college.

Education: There are six sections. Under “Current or Most Recent College” find Foothill College. The Date of Entry is the first date the student began attending classes at Foothill College. For the Exit Date, put the date the student intends to complete their education at Foothill College. For the “Advisor” information, type in the name of the students’ Counselor. If the student does not have a counselor, put in the name of the Dean of Enrollment, Nazy Galoyan. Under “Current or Most Recent Academic Year Courses,” list Fall (First Quarter), Winter (Second Quarter), and Spring (Third Quarter) courses. If there are not enough lines, enter the rest of the courses under Additional Information in the Writing Section of the Common Application.

Testing: List ACT, SAT/SAT Subject, AP, IB, TOEFL, PTE Academic, and IELTS scores if these tests have been taken. All AP and IB exam results must be reported even if a non-passing score was received. Review each college’s website to determine if these tests are required for transfer students. If the tests are required and you don’t have test results, sign up and take the required exams and include the date the tests will be taken.

Activities: Reporting activities helps a college understand the student’s life outside of the classroom. Activities may include arts, athletics, clubs, employment, personal commitments, etc. *May list up to ten activities.* If there are not enough lines, enter the rest of the activities under Additional Information in the Writing Section of the Common Application.

Writing: There are three sections. Personal Essay (250-650 words), Disciplinary History (misconduct behavior) and Additional Information (details not reflected in application). Write a personal essay for the Common Application. Students may also have additional essays required by each college. Go to the tab “My Colleges” and click on the name of the school. The essay/writing prompts should be under the Questions section.

Additional Information: (under the Writing section) Students can put courses, activities, or other information that will not fit in another section of the application.

NOTES:

- The Common Application does not have phone help. Visit the “Instructions and Help Center” for more information.
- Questions with a red asterisk are mandatory
- The Common Application usually times out. Make sure to consistently save the application.