**Frequently Asked Questions on the**

**Common Application**

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | **GENERAL QUESTIONS**  **WHAT IS THE COMMON APPLICATION?** The Common Application is a not-for-profit organization that serves students and member institutions by providing an admission application – online and in print – that students may submit to any of our 456 members.  **WHY USE IT?** Once completed online or in print, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges. The same is true of the School Report, Optional Report, Midyear Report, Final Report and Teacher Evaluation forms. This allows you to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and senior year coursework.  **IS IT WIDELY USED?** Absolutely! Millions of Common Applications are printed and accepted by our members each year. In addition, last year almost 2.5 million applications were submitted via the Common App Online.  **IS IT TREATED FAIRLY?** YES! Our college and university members have worked together over the past 35 years to develop the application. All members fully support its use, and all give equal consideration to the Common Application and the college's own form. Many of our members use the Common Application as their only undergraduate admission application.  **CAN ALL COLLEGES PARTICIPATE?** Membership is limited to colleges and universities that evaluate students using a holistic selection process. A holistic process includes subjective as well as objective criteria, including at least one recommendation form, at least one untimed essay, and broader campus diversity considerations. The vast majority of colleges and universities in the US use only objective criteria – grades and test scores – and therefore are not eligible to join. If a college or university is not listed on this website, they are not members of the consortium. Sending the Common Application to non-members is prohibited.  **WHAT IS THE COMMON APP ONLINE SCHOOL FORMS SYSTEM?** As part of the application process, schools require a variety of information to be provided by teachers and guidance counselors who have interacted with you in the high school environment. Until last year, those forms were only available as PDF files that could be printed, copied, and mailed to the appropriate colleges. Now each teacher and counselor will have the option to complete the forms online via the Common App Online School Forms system if they desire. There is no cost to you or high schools, and using the online system is completely optional for your teachers and counselor.  When you create an account on the Common App Online, you must first indicate what high school you attend. Once this information has been saved, you can access a 'School Forms' section of the Common App where teachers and counselors can be identified. By adding a teacher or counselor to the list of school officials, an email is triggered to the teacher or counselor with information about how to log into the Online School Forms system or how to opt for the "offline" or paper process. You are then able to track the progress of your various teachers and counselors via a screen within the Common App Online.   |  | | --- | |  |   **WHAT IF I'M A TRANSFER STUDENT?** There's a Common Application for Transfer Admission as well as First-Year Admission. The Transfer Application is available primarily for online submission; however, the form can be downloaded in PDF format from our [Download Forms](https://www.commonapp.org/CommonApp/DownloadForms.aspx) page.  **TECHNICAL QUESTIONS**  **HOW DO I GET HELP?** If you are experiencing technical difficulties with the Common App Online, if you need to request your username or password, or if you have a general question about the Common Application (including access to our numerous FAQs), please submit a request to the online Support Center. All email you receive from technical support will be sent from [appsupport@commonapp.net](mailto:appsupport@commonapp.net). Please be sure to add this email address to your address book and/or safe list to prevent the messages from being blocked as "SPAM." This is particularly important for AOL users.  **IS PHONE SUPPORT AVAILABLE?** No. In order to maintain the Common App Online as a free service to students and high schools, all tech support is provided via a much more cost-efficient email system.   * **Applicants:** Please [**click here**](http://s3.parature.com/ics/support/default.asp?deptID=5524) to access the Application Support Center. Please do NOT submit support requests on behalf of a school official; the school official should submit those directly in order to avoid confusion and speed the resolution of problems. * **School Officials (counselor/teachers):** Please [**click here**](http://s3.parature.com/ics/support/default.asp?deptID=5525) to access the School Official Support Center. Please do NOT submit support requests on behalf of a student; the student should submit those directly in order to avoid confusion and speed the resolution of problems.   **TIPS FOR COMPLETING THE COMMON APP ONLINE**  **WHAT BROWSER SHOULD I USE?**  PC (Windows XP/Vista/7)   * Internet Explorer 7 or higher * Firefox 4 or higher   Mac (OS X Tiger / Leopard / Snow Leopard)   * Safari 4 or higher   While the majority of features will work with other browsers, we cannot guarantee complete compatibility or offer support for other browsers. Users have reported significant issues with the following browsers, and we do not recommend you use them:   * AOL browser   Regardless of browser, please make sure the following browser settings are correct:   * Javascript must be enabled. * Cookies must be enabled. * Popup blockers must be disabled.   **HOW CAN I PREVENT MY SPAM FILTER FROM BLOCKING COMMON APP EMAILS?** All email you receive from technical support will be sent from '[*appsupport@commonapp.net*](mailto:appsupport@commonapp.net)'. Please be sure to add this email address to your address book and/or safe list to prevent the messages from being blocked as "SPAM." This is particularly important for AOL users.  **DO YOU HAVE ANY TIPS FOR VIEWING AND SUBMITTING ONLINE?**   * Save your work often. * Logout after each session. * Use a word processor to type your writing samples before cutting and pasting or uploading them into the online forms. * Use Print Previews to view your forms before submitting. (You will need to install Adobe Acrobat Reader. It's free.) | |