The Common App is an undergraduate application clearinghouse that students may use to apply to almost 900 member colleges and universities. The Common App is time-consuming to complete, but worth the effort if you are applying to multiple schools that accept it.

Your Common Application has two sides:

- your personal section, which FCHS cannot access.
- an FCHS section, which provides information directly to Common App on your behalf (your transcript, counselor forms, etc.).

FCHS Instructions for the Common App

1. Official Transcript

Order your official transcript from Ms. Hostetter in the Career Center and indicate that you are using the Common Application. One $3 fee will cover transcripts for all your Common App schools (but please list them all).

Ordering your official transcript starts the Common App paperwork process at FCHS.
You can submit your transcript request to us at any time. You don't need to have completed your application – you only need to have started it.

2. Counselor Report and Secondary School Report

Common Applications require a *Counselor Report* and a *Secondary School Report*.
You do not need to provide those forms. Ms. Hostetter will prepare them for your counselor and then submit to the Common App when complete.

Find instructions for linking your counselor to the Common App on the back of this sheet.

3. Optional Counselor Letter of Recommendation

The Common Application does not require counselor letters of recommendation. If you wish to include one, please ask your counselor in person about writing it for you. Complete an *Academic Profile Sheet* and give it to your counselor with a copy of your resume. Please allow him/her at least two weeks to craft a letter for you. Your deadlines are your responsibility!

4. Teacher Evaluation Forms and Letters of Recommendation

On your Common Application, under each individual college that you add to your list, you'll need to provide the names and email addresses of teachers (or others) who will be providing letters of recommendation for you. Common App will then contact those people directly, providing them with a secure link and instructions for upload.

5. Supplemental Forms

Many Common App schools require supplemental forms. Some member institutions require that you submit the supplement prior to submitting the Common App. Find information about those requirements on the dashboard of your Common Application account, under "My Colleges." Click on each college to review their additional requirements.

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To link your counselor to the Common Application:

Step One: Add your counselor the general part of your Common App account, inviting him/her to recommend you.

Step Two: Assign your counselor to at least one school in your application list.

- Go to the MY COLLEGES tab
- Click on one institution
- Go to the RECOMMENDERS & FERPA section
- Click the "Assign" button or "Add Another" link
- Select the name of your counselor

Once that is done, your name will appear on your counselor's Common App account, and we'll be able to submit your transcript and the school report form.

Find detailed instructions for the Common Application at **https://www.commonapp.org/application/instructions**

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