Common Application & Applying to College

JCB Student Services

Steps in Applying for College

- If you are applying to a four-year private college or some state colleges (SUNY) you can use the Common Application to complete a majority of the requirements

- Once you've completed much of the application on Common App, you can then match your Naviance account to Common App to complete the process

Community College Applicants
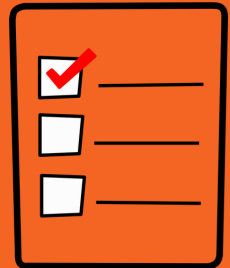
Stay Tuned!

Common App is utilized primarily for applications to four-year schools. Please keep an eye out for an upcoming presentation geared specifically to the community college application process!

Before You Begin

Gather the following documents to speed up the application process

- A copy of your high school transcript (or a few report cards)
- A list of your extracurriculars, academic honors and achievements, work, and family responsibilities
- Test scores and dates from your college entrance exams (SAT/ACT)
- Parent/Legal guardian information

Registering can take a little time so be prepared to spend up to an hour inputting information - you can do this over several sessions, Common App will save your work!

Step 1

Registering for a Common App Account
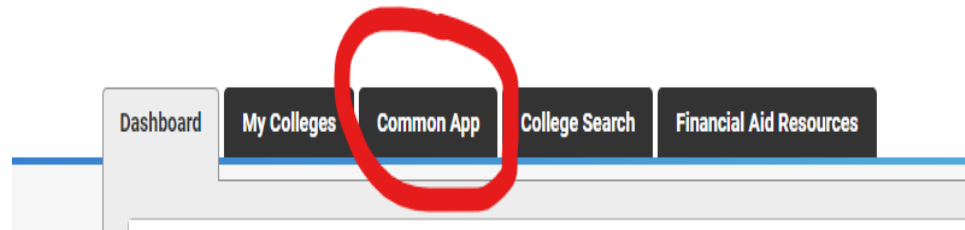
Step 2

Entering Information

After creating the account, you will be directed to a welcome page. One the welcome page, click "Common App" on the top banner bar.

Common App Sections to Complete

In order to complete the application, you will need to provide information under the following headings:

- Profile
- Family
- Education
- Testing
- Activities
- Writing
- Courses & Grades (sometimes)

The Profile Section

This is the basic demographic information that Common App uses to populate your college applications

Adding Family Information

Colleges like to have information about your parents, their educational backgrounds, and any siblings you have

Adding Education Information

We've provided you with a "cheat sheet" for filling out this section, please refer to it for any questions

Adding Testing Information

Some of you might not have test information to add - that's ok! There's an option to share an upcoming test date as well. You can self-report scores here but you must also send colleges any SAT/ACT scores directly from the College Board or ACT website

common app

The Testing Section

First-Year Applicants

Adding Activities

Activities can include clubs, athletics, volunteering, and even work experience! Colleges want to see how your spend your time and what you're passionate about

Writing and Uploading a Writing Sample

The College Essay!

Due to many colleges now going test-optional, that writing sample/college essay has become even more important - take your time, help them see the very best of you and your talents and learning!
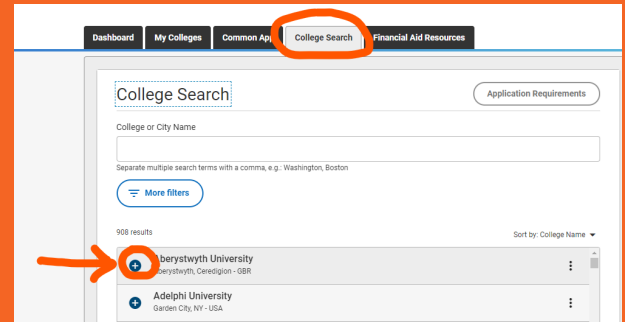
Adding Courses & Grades

Not all colleges require this section to be completed...if they do, you will see that noted under College Requirements

Step 3

Adding Colleges

In order to soon match your Common App account to your Naviance account, you will need to add the colleges to which you plan to apply

Click on the plus sign (+) to add you ~~colle~~ges

Step 4

Matching your Common App Account to your Naviance Account

JCB utilizes Naviance to send all applications to your chosen colleges. In order for Naviance to help us upload your applications, your Naviance account must be matched to your Common App account. The video link below will detail the few, simple steps needed to complete this process