

CREATING A COMMON APPLICATION ACCOUNT

YOU NEED YOUR SOCIAL SECURITY NUMBER IF YOU PLAN TO APPLY FOR FAFSA

1. Go to www.commonapp.org. For a complete list of member colleges and requirements, go to <http://tinyurl.com/CAppGrid>
2. Click on "Apply Now" and then click on "Create an Account"
3. Choose the "Student" option
4. Enter your email and create a password when prompted – **WRITE THEM DOWN!**
5. Give registration information (name, address, gender, phone, birthday) and choose the option "First Year Student." Answer "When do you plan to start college?" by clicking the option "2017 or 2018". Select all 4 boxes on the right-hand side regarding privacy policy.
6. Later, when you save this information, you will be assigned a **Common Application ID (CAID)** in the right top corner of the page. **Write this number down.**
****NOTE: There are five tabs you may navigate: Dashboard; My Colleges; Common App; and College Search, and Financial Aid Resources**
7. Go to the **College Search** tab. Add all your Common App schools. ****You only need to enter the college's name, then click "search"***** Check the box next to the correct college, then click "Add". If adding more than one college, click "search again" in the dialogue box. Redo this process.
8. Go to the **Common App** tab. Fill out the profile, family, education, testing, activities and writing sections accurately, press "continue" to move on after each section is completed. Green check marks will appear next to each section on the left hand side once you have completed all the required questions. If there is no green check mark, you will need to go back and add to the section.
9. **Profile section:** Fill out all information about you. If you plan to apply for financial aid through FAFSA, you will need your social security number. For a fee waiver, you must fulfill one of the stated conditions.
10. **Family section:** If your parents or siblings have degrees higher than high school, you need to know where they graduated from, what degree(s) they earned, and what year they graduated.
11. **Education section:** Look up Regina High School using the school name and city (Warren). Date of Regina entry is 08/2014 if you went here all four years, and date of graduation is 05/26/2018.
 - If Ms. Nicole Leonard was your guidance counselor last year (students A-H), please request her to do your Common Application. For all other students, enter Mrs. Amy Dulgerian. Our title = Counselor. Counselor emails are as follows: adulgerian or nleonard@reginahs.com. Phone = 586-585-0500. Extensions:
AD: 229 NL: 227.

- **NOTE:** Your transcript is available through your Parchment account and includes your rank, GPA, SAT, and ACT scores. Choose “exact” for “class rank reporting”. Class size is 72. Your grades and rank ARE weighted. Regina uses a 4.0 GPA scale. Enter all your senior courses and any honors you have earned.

12. **Testing section:** *Optional.* If you wish to fill this out, partially or in full, you need copies of your ACT, SAT and AP scores. Your ACT and SAT scores (through June 2017) are on your transcript (you have access through Parchment). You will be asked for your highest sub-score on each part of the ACT and SAT, even if they come from different tests. The SAT writing score is a *total* of the three scores on your transcript.
13. Complete the **Activities** and **Writing** sections.
14. Under the **My Colleges** tab fill out questions, assign recommenders, complete writing supplements and preview/submit application for each school.
15. **Recommenders: VERY IMPORTANT! Check yes to “I have fully read and understood the FERPA Release Authorization explanation above” and check yes to “I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.” Also check yes to “I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I invite my first recommender.”** NOTE: If you do not waive your right, your application may be delayed). Invite your junior counselor. Depending on the college, you may need to get a recommendation from a teacher. (**Make sure you ask teachers before inviting them to write a recommendation for you.**) Regina faculty email addresses are: first letter of the first name, then last name @reginahs.com
Supplements: Some colleges will likely ask for additional essays.
16. **Payments:** Most schools require an application fee. Check this tab to see if you are responsible for any fees, and have a credit card ready to pay them.
17. **DO NOT REQUEST A TRANSCRIPT FOR COMMON APP SCHOOLS THROUGH PARCHMENT!** Your transcript will be attached to your CA by Regina and you do not need to send an additional copy.
18. ACT scores are included on your Regina transcript. However, some schools (most notably **U of M and MSU**) ONLY accept ACT scores directly from the company. If you did not list these schools on your ACT tests, you will need to go to **actstudent.org** to order them. There will be a fee for this, so have your credit card ready.

****If you need to go back and edit information you skipped the first time, sign in and go back to the tab called “Common App”**