

The Common Application (CA) www.commonapp.org

- The CA is an application used for admission at over 600 college/universities. Not ALL schools accept the CA, so you cannot use it if a school does not accept it. Some schools use the CA exclusively and others will accept either the CA or their own. Each is viewed equally! Do NOT use both the CA and a school's own application when applying to a school that will accept either; ***use one or the other.***
- New for 2016-17: Students can create an account **now** at apply.commonapp.org. Accounts created this year will roll over to next year.
- If a college/university accepts the CA then the student only has to fill out one application and submit it to several schools. This is a time saver for the student, College Counselor and teacher(s).
- If you are applying to two schools that accept the CA then it is in your best interest to use the CA.
- If you add a new school later in the year that accepts the CA then you just need to add that school to your list of schools and they will have access to your application, your College Counselor's Secondary School report w/ letter of recommendation and transcript and your teacher(s) letter(s) of recommendation.
- Most schools that accept the CA require at least one teacher letter of recommendation, however, many will ask for two. You can use the same letter(s) for all schools! You will first "invite" the teacher on the CA and then you will "assign" them to your schools.
 - **"Inviting"** a teacher means that you put in their contact information on the application and they will be writing a letter for you. Remember that you must ask them if they are willing to write a letter before putting in their contact information.
 - **"Assigning"** a teacher means that you choose from the teacher(s) you invited and then assign them to a school that you want to receive their letter.
 - A teacher will NOT get the electronic link from CA used to submit their paperwork until you **assign** them. (If a teacher says that they do not see your name on their CA list then you either entered their email incorrectly or you failed to assign them.)
- Your College Counselor will submit the following paperwork for you when you put their name and contact info on your CA:
 - The Secondary School Report
 - The Bishop Kelley School profile
 - Their letter of recommendation for you
 - Your transcript
 - A Midyear report in January
 - Your final transcript in June