

THE COMMON APPLICATION TIPS

Make an account for the Common App by using a password and a professional email name. **YOU MUST USE THE SAME EMAIL YOU HAVE SET UP ON FAMILY CONNECTION AS YOU DO ON THE COMMON APP.**

www.commonapp.org

- Remember all information must match the same information on your transcript.
 - For example: your address, your race, your counselor name, & your current senior year schedule.
- Use the help center (located on the right side of the common app section) if you need information.
- Use the Dashboard to keep track of all your applications and supplements.
 - You will not be able to submit anything without paying the application fee. You will see a green checkmark ✓ after the section once you complete this.
- Under the **Testing section** you can choose to say, “No, I do not want to self report,” since you must send your official test scores to all of your colleges from College Board or ACT.
- The **Activities section** is very important. Please do not overlook this because this is your opportunity to let the schools know what extra-curricular activities you are involved with or paid employment.

A few important things to keep in mind:

You want to list the activities that you have been involved with for a few years first. Use the drop down box to select the correct name of the activity. You will list your role with this activity. For example; For Position/Leadership if you hold an officer position you will want to list this. If not you should list “active member.” If this activity is something you must be NOMINATED for (for example, Principal’s Leadership Council) you will want to list this as **Nominated** active member.

In the section called details, honors and accomplishments you should list the types of things you do in your club or any awards you received.

For example: Rotary Interact Club, attend weekly meetings to organize community events. Bike-a-thon- Blood drive- Feeding the homeless

BE EXTREMELY careful how many hours you list for activities. Remember you are in school for 7 hours a day and need to sleep and have time for homework. You do not want to list unrealistic hours for every activity. It is not the quantity that matters; it is the quality of the activity.

- Many schools will have their own *questions*. This is listed as **member questions**. You will want to check the DASHBOARD to make sure you complete each separate section. It may look like this:

[Term or Admission Plan Incomplete](#)

Not CompleteApplication

- Common Application [Incomplete](#)
- Member Questions [Incomplete](#)

Not CompleteWriting Supplement

For each school's member questions, please make sure you do not leave anything blank. Required questions will have a red star next to the actual question. If you do not know how to answer please be sure to ask for assistance. Many colleges will ask you if you have visited their campus. Please be sure to tell the truth. They can look up all this information.

- For the **Honors section** you should list any honor society you belong to. Here are some other awards that you may qualify for:
 - AP Scholar Awards (Look on CollegeBoard for all the different categories and requirements) Highest Level of recognition would be National.
 - Academic Honor Roll- School recognition
 - Certificate of Meritorious Service Award (Over 260 SSL hours) State Level recognition
 - Scholar Athlete- School recognition
- Under the **Education section** you will select every high school you have attended. If you have transferred from another school you will want to list that name and information as well.

If you are taking ANY College Class at Montgomery College you will want to make sure you list this under colleges you are attending, AND list them under your current class schedule as well.

Other important questions under this section are:

- Class Size= **325**
- MCPS does not rank
- You should **use your weighted GPA and the scale is a 4.0**
- Make sure you list the correct name and email address for your counselor- Their title is SCHOOL COUNSELOR.
- The counseling office phone number is 301-284-4420.
- **Graduation date is June 12, 2017.**
- Your **Current Year Courses** are very important and **MUST** match your transcript. Make sure you know what the class is, for example is it advanced credit, AP, IB, or an honors class. You will list the credit value and course schedule (for example, full year or semester). Once again if you are not sure please ask.

If you have an internship, you will want to list this as: School Sponsored Internship @ _____.List the name of the organization, business, or school name where you attend this internship.

If you have classes like TOK, Yearbook, or anything unusual like Designated Hitter, you should list this as it appears on your transcript. I would NOT list student aide on any application. You do not receive a grade for this class and it is suggested not to list this.

Remember to list any college class with the correct title: For example: *AN 105 Human Evolution & Archaeology-College Class= 3 Credits*

- **Future Plans section** will ask what your career interest is. This is your major. If you are not sure it is okay to list "undecided."

Writing Section is one of the most important sections. For more detailed information regarding the essay please be sure to research how to write your college essay.