

The **Common App** is an undergraduate application clearinghouse that students may use to apply to almost 1,100 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 WMHS cannot access.
- WMHS section, which provides information directly to Common App on your behalf (your transcript, counselor forms, etc.).

## **WMHS Instructions for the Common App**

### **1. Official Transcript**

Order your official transcript 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). The yellow form is available in the Counseling Office and in the Senior Google Classroom.

**Ordering your official transcript starts the Common App paperwork process at WMHS.**

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. Your counselor and/or Ms. Ford will complete these forms and upload them to Common App on your behalf.

*\*\*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 a *Student Brag Sheet for Letter of Recommendation* (available in the Senior Google Classroom) and give it to your counselor. Please allow at least two weeks to craft a letter for you. They are likely writing others as well. **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.

## To link your counselor to the Common Application:

**Step One:** Add your counselor to the general part of your Common App account, which invites them to recommend you and also upload your official transcripts.

**Step Two:** Assign your counselor to at least one school on 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
- Submit the name of your counselor and enter their email address (see below)

Once that is done, your name will appear on your counselor’s Common App account, and WMHS will 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>

### Counselor Email Addresses:

Kristal White (last names A-E) [kristalw@psdschools.org](mailto:kristalw@psdschools.org)

Mac Woods (last names F-Lam) [mawoods@psdschools.org](mailto:mawoods@psdschools.org)

Katie Delahunt (last names Lan-Rie) [kdelahunt@psdschools.org](mailto:kdelahunt@psdschools.org)

Austin Betts (last names Rif-Z) [abetts@psdschools.org](mailto:abetts@psdschools.org)

