

Tips for Transfer Students Applying Online with the Common Application For Academic Year 2017-18

<http://www.commonapp.org/>

Submission dates vary according to the school you apply to; you may start the application any time and save your responses. You will be able to reuse your application to apply to multiple campuses.

Getting Started

CommonApp home page → Apply Now → Create an account if you haven't already done so → Enter your email address (you must have one) and other information → Create.

STEP 1: College Selection

- Use the "College Search" tool to locate the colleges you wish to apply to. Search by city, state, etc. and add your college choices.
- You will see your selected campuses under the "My Colleges" tab.

STEP 2: Complete the Common App

Please note that there are tutorial videos at the top of each screen.

→ Profile

- Start with this tab and complete your personal information. Only * questions are required. You may choose to answer all, some, or none of the other questions.
- Citizenship: DACA and/or AB540 recipients should indicate "other" for citizenship status, enter your country of citizenship, and select "no" that you don't have a valid US visa.
- Scholarship Information: you can choose whether you'd like to try the programs "Scholar Snapp" to get assistance locating and applying for scholarships.
- Fee Waiver: enter this information if you believe you qualify

→ Family

- Enter information about your parents/family.

→ Education

- Use the "Find College" button to locate your current or most recent college. If you can't find a college, you can choose the last option and enter the information manually.
- Under "advisor", you can enter the information about someone who helped guide you in the college process, a counselor, mentor, or program advisor. You must complete this section.
- Education interruption: enter information here regarding any breaks or gaps in your high school education. If you had a break for any reason, explain it briefly.
- Community-based organizations: if you are currently working with any organization *outside* of SRJC and they are helping guide you through college, enter the information here.
- Career interest: as a junior level transfer, you must choose something. What is your major preparing you to do?

→ Testing

- Tests taken: as a junior level transfer, you do not have to report high school testing. If you took AP classes, you will enter them there.

➔ **Activities**

- List your activities in order of importance. If you want to reorder after entering the information, you can do so with the arrows.
- If you decide to delete an activity, you must move it to the bottom of the list first. Only then will the delete icon appear.

➔ **Writing**

- All transfer students must write a response about why you are transferring and what you hope to achieve. You should preview the prompt and draft the response in a program like Word.
- Additional information: you may add anything here that wasn't addressed in other areas of the application.

STEP 3: My Colleges

- ➔ Each college will vary in what additional information it needs. Click on the name of the school to view additional components of the application, especially information about recommendations.
- ➔ If your college requires a recommender, like a reference, be sure to check in with that person *before* you submit their information. This way, they can plan for the letter or let you know if they're unable to recommend you.
- ➔ You can enter multiple recommenders and assign them to different schools if you like. You will individually assign them as you complete specific requirements.
- ➔ You cannot change the information for a recommender after you assigned them, even if you haven't submitted your application yet.
- ➔ College Report: check with each college to see if this is a requirement
- ➔ This section is where campus-specific writing questions will appear. Check this section early to begin drafting your answers.

STEP 4: Review and Submit

- ➔ Review your application carefully. You can save a pdf of it here.

STEP 5: Payment (if not requesting fee waiver)

- ➔ You must pay each application fee electronically. You can do this by credit/debit card, checking or savings account information (account # and routing # required), or PeerTransfer (for international cards or wires)

