**\*THE COMMON APPLICATION: What is it?**The Common App is one application that can be sent to many colleges and universities.  
[www.CommonApp.org](http://www.CommonApp.org)

**\*Steps to complete the Common App:**1) Create an account  
2) Complete all sections under “Common Application”   
(The very last section will ask you if you are requesting a fee waiver. If you qualify for free/reduced lunch, answer YES, and every school you apply to using the Common App will be FREE once your counselor approves it.)  
3) “Search for schools” and add the ones you want to apply to  
4) Go to “schools” and complete any additional sections listed under each school you chose  
5) “Submit” the application for each school individually

**\*What if a school I want to apply to is not listed on the Common App?**-You should go to that school’s website and click on “apply for undergraduate admission.” Every school will have their application link on their website. Some schools give the option to use the Common App or the school’s application.   
-If you are not applying through the Common App and the school has an application fee, be sure the complete a fee waiver form and return that to your guidance counselor with your “application checklist.”

**\*What do I do after I completed my applications?**1) Sign a “Transcript Release Form” and return it to your guidance counselor.  
2) Complete an “Application Checklist” for every school you applied to and turn it in to your guidance counselor, so they know where to send your transcript, as well as any other documents needed (including fee waiver or letter of rec).   
3) Be sure to ask permission from any teacher you are adding as a recommender and give them 2-weeks’ notice to complete a recommendation letter. Your counselor should be given 2-weeks’ notice as well.   
4) Always check the “Admissions” page for every school on their website to see if anything else is required for your application.

**\*Send each school your SAT/ACT test scores, if required.**-For SAT, go to [www.collegeboard.org](http://www.collegeboard.org) and click “send my scores.” List all the schools you want your scores sent to. If you took the SAT Test using a fee waiver, it should be free to send your scores as well. If you did not qualify for a fee waiver, each school you send your scores to will have a fee.   
-For ACT, go to [www.actstudent.org](http://www.actstudent.org) and click “send my scores.” List all the schools you want your scores sent to. If you took the ACT Test using a fee waiver, it should be free to send your scores as well. If you did not qualify for a fee waiver, each school you send your scores to will have a fee.

**\*Complete all financial aid paperwork.**-See the “Financial Aid” page on each school’s website to see what forms are needed for that school. Most schools will require the FAFSA and the PHEAA. Some will also request the CSS Profile or a specific form for that school. These form are all completed online.  
FAFSA ([www.studentaid.gov](http://www.studentaid.gov))   
PHEAA ([www.pheaa.org](http://www.pheaa.org))   
CSS Profile ([www.collegeboard.org](http://www.collegeboard.org))

**\*All forms needed can be picked up in the guidance office or the career center at your school. They can also be found on the WAHS website:** Academics- - -Guidance- - -College & Career- - -Applying to College