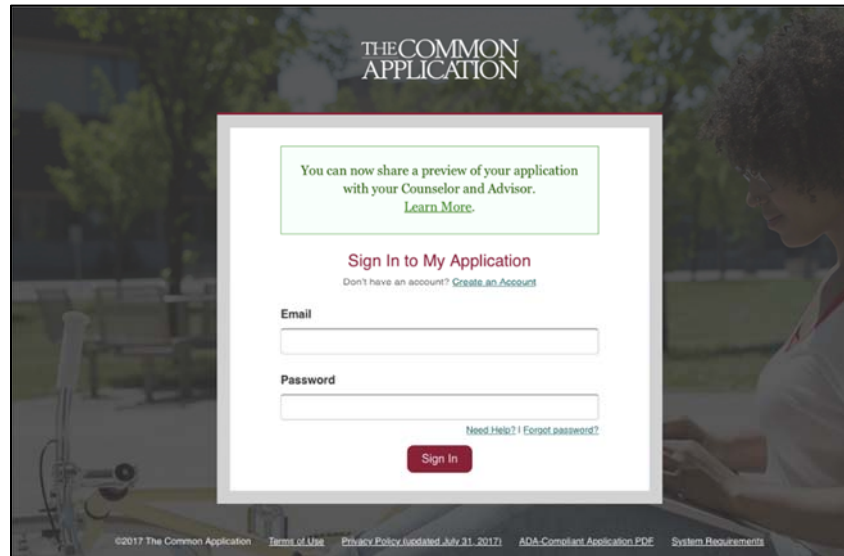


The Common Application Information Sheet

The Common Application was designed to simplify the application process for over 700 participating universities/colleges. This guide will provide general information on the application and the steps to follow when completing it here at BMCC. Follow this guide as closely as possible and if you still have questions on completing the Common Application, please visit the Academic Advisement & Transfer Center in room S108.

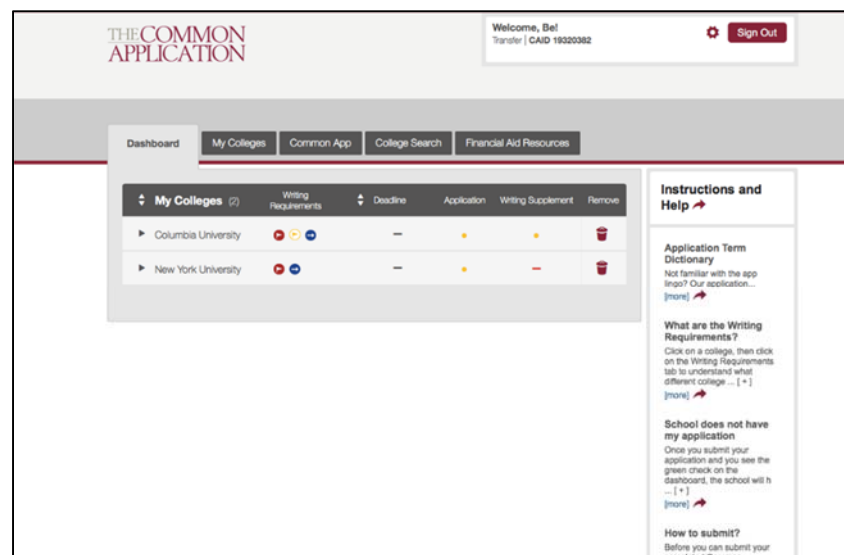
The Common Application can be found online at www.commonapp.org

Step One: Create an account (Make sure that you provide an email address you check regularly)



Your account will give you access to five tabs:

1. **Dashboard** – Central location to monitor your active college application(s)
2. **My Colleges** – Section to complete college specific requirements
3. **Common App** – The Common Application
4. **College Search** – College database used to add schools to My Colleges tab
5. **Financial Aid Resources** – Financial aid education and opportunities



Step Two: Complete the 6 sections, “Profile”, “Family”, “Education”, “Test”, “Activities”, and “Writing” which are located in *Common App* tab. The chart below provides an overview of the information required to complete each section.

	Section Contents
Profile	Applicant details - personal information, address, contact details, demographics, geography, language, citizenship, scholarship information, Common App Fee Waiver
Family	Information about applicant’s family - Household, Parents, Number of siblings
Education	Educational background – Colleges & Universities, Current or Most Recent Year Courses, Secondary Schools, Community Based Organizations and Future Plans
Testing	Section for self-reporting scores or future test dates for standardized tests - ACT, SAT/SAT Subject, AP, TOEFL, etc. (Refer to My Colleges tab for information about official test score requirements and submission policy)
Activities	List and describe extracurricular activities - clubs, athletics, employment, etc.
Writing	Personal essay, disciplinary history, and additional information

Step Three: Use *College Search* tab to find and select colleges.

1. Search and filter through the database of participating schools by - College Name, City, Country, U.S. State, Distance from ZIP, Term, Deadline on or after, Application Fee, Writing Requirements, and Standardized Test Policy.
2. **Add** colleges to *Dashboard* and *My Colleges* sections of your application.
Dashboard - Requirements, Deadline for application, Application status, Writing Supplement completion, and Delete.

Step Four: Review college application information, answer questions, and complete additional requirements/steps in the *My Colleges* tab.

Fill out the college application for each school that is added to *My Colleges*. Request that official college transcripts from all schools that you have attended are sent to each college in the *My Colleges* tab.

Order an official BMCC transcript via the Registrar website (<https://www.credentials-inc.com/tplus/?ALUMTRO002691>) or submit Transfer Request Form to the Registrar’s Office, room S315.

Complete FERPA Release Authorization, designate academic evaluator(s), and answer Writing Supplement question(s). (Pay attention to requirements for letters of recommendation and writing supplements as they vary by school).

Submit additional forms: The Transfer College Report, the Transfer Mid-Term Report, the Secondary School Final Report, and Other Recommendations.

(*Please Note* - Not all Common App schools require these forms. Confirm with specific school what additional forms are required).

The Transfer College Report

1. Download and print the PDF form. Submit a blank College Report Form and a completed BMCC Transfer Request form to the Registrar's Office for each college you are applying to.
2. The Transfer College Report will be completed by the appropriate BMCC representatives and sent to the colleges you are applying to. The Transfer College Report process may take up to two weeks.

The Transfer Mid-Term Report

1. Download and print the Transfer Mid-Term report form
2. Have each professor fill out the appropriate section on each of the forms.
3. Send a copy to each school that requires this form

The Secondary School Final Report

1. Download and print the Secondary School Final Report.
2. Submit to Guidance Office of secondary school that you graduated from. (Make sure counselor has address for college where form needs to be sent).

Other Recommendations

These are non-academic recommendations accepted by some colleges as part of your application. Please check the specific requirements for each college to determine if they will accept the Other Recommendation form.

Frequently Asked Questions (FAQs):

Q: Is there an application fee to file the Common Application?

A: There are many financial circumstances that may make you eligible for a Common Application fee waiver. Use the link below to determine if you meet any of the criteria of economic need. If you have any questions concerning a fee waiver or your financial/economic status, please contact the Financial Aid Office, room N365.

<https://appsupport.commonapp.org/link/portal/33011/33013/Article/758/Common-App-Fee-Waiver>

Q: The Common Application asks for an advisor's information in the "Education" section. Whose information should I provide?

A: The person/advisor you select to complete this portion should also be someone you would consider asking for a letter of recommendation. The individual should: know you well enough to speak on your behalf academically. It is also helpful if they are aware of your extra-curricular activities. You should also be confident they will speak only the best of you.

Q: What is the writing supplement?

A: Many colleges require additional essay(s) as a part of the Common Application. Writing supplements are determined by each school you add to My Colleges.

For additional questions or concerns please use the link below:

<https://appsupport.commonapp.org/ics/support/default.asp?deptID=33013>