

THE COMMON  
APPLICATION

For Undergraduate College Admission

**Common App Online:  
The Applicant Perspective**

# Agenda

This presentation looks at the processing life cycle of a student's application – from registration to submission.

## The CAO

2011-12 Common Application

Registration

Navigation

Submission


## Objectives

- Learn about functionality and flow within the CAO
- Go through the application process from an applicants perspective

# Login Screen

<http://www.commonapp.org>

THE COMMON APPLICATION  
For Undergraduate College Admission

NEWS	APPLY!	FEATURED
<p><b>08/02/2011</b></p> <p><b>Advisory Group Expanded</b> The Board of Directors has invited five additional counselors to join the Outreach Advisory Group. This group is</p>	<p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Never Registered? <a href="#">Go here</a> Forgot Login? <a href="#">Go here</a> <a href="#">Go here</a> for instructions</p>	 <p><a href="http://www.drew.edu">http://www.drew.edu</a></p>

# Login Screen

<http://www.commonapp.org>


The screenshot shows the Common Application login interface. At the top, the text "THE COMMON APPLICATION" is displayed in a large, serif font. Below this, the text "For Undergraduate College Admission" is visible. The main content area features a dark red header with the word "APPLY!" in yellow. Below the header are two input fields: "User Name:" and "Password:". A grey "Login" button is positioned below the password field. To the left of the login form is a "NEWS" section with a date "08/02/2011" and a snippet of text: "Advisory Group Expansion The Board of Directors has invited five additional counselors to join the Common Application Advisory Group. This group..." To the right of the login form is a "FEATURED" section with a circular logo and the URL "www.drew.edu". At the bottom of the login form, there are three links: "Never Registered? [Go here](#)", "Forgot Login? [Go here](#)", and "[Go here](#) for instructions". A red box highlights the "Never Registered? [Go here](#)" link. A separate white box with a black border contains the text "Students register by clicking [Go here](#)".

Students register by clicking [Go here](#)

# Creating a New Account

**Registration**


Show [instructions](#) for this page.

**Personal Information** 

I am applying as a  **student**

**NOTE:** You will *not* be able to change your selection to this question after registering.

Enter name **exactly** as it appears on official documents. Do not use nicknames.

<input type="text"/> <b>First/Given Name</b>	<input type="text"/> Middle Name (complete)	<input type="text"/> <b>Last/Family/Sur Name</b>	<input type="text" value="--Select--"/> Suffix
<input type="radio"/> Female <input type="radio"/> Male  <b>Sex</b>	<input type="text"/> <b>Date of Birth (mm/dd/yyyy)</b>	<input type="text"/> Former Last Name	<input type="text"/> Preferred Name, if not first name
<input type="text"/> <b>Permanent Address</b>	<input type="text"/> <b>City/Town</b>	<input type="text" value="--Select--"/> State/Province	<input type="text"/> ZIP/Postal Code
<input type="text" value="--Select--"/> <b>Country</b>	<input type="text"/> - <input type="text"/> <b>Permanent Home Phone Number</b>		
<b>How did you hear about the Common App Online?</b> <input type="text" value="--Select--"/>			
<input type="text"/> <b>Email Address</b>	<input type="text"/> <b>Confirm Email Address</b>		



Inline help menus address commonly asked questions.

Registration **instructions** reinforce that accounts are valid for the current admission cycle only.

# Creating a New Account

● **The colleges to which I am applying may communicate with me by email prior to submission of my application:**

Yes  No

*By responding 'yes' to this question, you are agreeing to receive email notices from any college or university that appears in your 'My Colleges' list. You can change your response to this question at any time using the "Account" link that appears on every page within your Common App Online account.*

Students can give colleges permission to contact them. This election can be changed at any time by going to Account settings.

# Creating a New Account

● **The colleges to which I am applying may communicate with me by email prior to submission of my application:**

Yes  No

*By responding 'yes' to this question, you are agreeing to receive email notices from any college or university that appears in your 'My Colleges' list. You can change your response to this question at any time using the "Account" link that appears on every page within your Common App Online account.*

Students can give colleges permission to contact them. This election can be changed at any time by going to Account settings.

● **I am an applicant planning to enroll in college in 2012.**

Yes  No

*The Common Application welcomes anyone to create an account with the Common App Online. We ask this question to more accurately track how many of our users are actual college applicants versus individuals who are counselors, parents, or other students wishing to learn more about how the online application system works.*

Enrollment intent is used to gather statistics on CAO users.


# Instructions

**Instructions**

Welcome to the Common App Online! You may use the Common Application for both first-year and transfer admission. You designated yourself as a first-year or transfer applicant upon registration with the Common App Online site. Based on your registration, you'll be directed to the appropriate forms to complete. If you have registered under the wrong applicant type, you will need to re-register.

This page provides important instructions for completing your application package to the Common App and its 400+ member institutions. The menu on the left will allow you to navigate through the application, and we recommend that you begin in My Colleges. And remember: you can return to this page at any time by clicking Instructions in the navigation menu.

**Brief Video Demo of the full website:**



- [Using This Site](#)
- [System Requirements](#)
- [Help](#)
- [Your Account](#)
- [Starting Your Application](#)
- [Future Plans](#)

Students are taken to the main Instructions page upon completing the registration process. A brief video offers an overview of the application.



# Navigation Menu

<b>Instructions</b>
<b>My Colleges</b>
<b>Search for Colleges</b>
<b>Common Application</b>
<b>Future Plans</b>
<b>Applicant</b>
<b>Demographics</b>
<b>Family</b>
<b>Education</b>
<b>Academics</b>
<b>Activities</b>
<b>Writing</b>
<b>Signature</b>
<b>Supplements</b>
<b>Payments</b>
<b>School Forms</b>

The navigation menu appears on the left side of the screen. Students can move through the application by clicking through each of the sections.

# Getting to the Search Engine

**Ferris Beuller**  
First Year applicant  
Common App ID: 7745376

**Instructions**

**My Colleges**

**Search for Colleges**

**Common Application**

**Future Plans**

**Applicant**

**Demographics**

**Family**

**Education**

**Academics**

**Activities**

**Writing**

**Signature**

**Supplements**

**Payments**

**School Forms**

Show [instructions](#) for this page.

**Simple Search** | **Advanced Search** | **My Saved Searches**

**Search**

School or City Name

Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

US State   
Alabama  
Alaska  
Arizona

To select more than one State, use keyboard combination of **CTRL+click**, Mac users should use **APPLE+click**

Distance from ZIP   miles from

Applicant Type  First Year  Transfer  No Preference

Term  Fall 2012  Spring 2012

Deadline on or after   
mm/dd/yyyy

By clicking on **Search for Colleges** on the left-hand navigation menu, the student is brought to the Simple Search page.

# The Search Engine

Simple Search | **Advanced Search** | My Saved Searches

**\*\*Choose options from any section, the search button is at the bottom\*\***

**General Information**

School or City Name   
Separate multiple search terms with a comma, e.g.:Washington, Boston

Country

US State   
Alabama  
Alaska  
Arizona

To select more than one State, use keyboard combination of **CTRL+click**, Mac users should use **APPLE+click**

Distance from ZIP   miles from

Applicant Type  First Year  Transfer  No Preference

Term  Fall 2012  Spring 2012

Deadline on or after   
mm/dd/yyyy

Institution Type  Public  Private

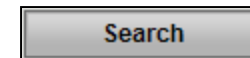
Religious Affiliation

Student Population  >15,000  5,000-15,000  2,000-5,000  <2,000

School Type  Coed  Men Only  Women Only  Coordinate

Financial Aid available for international students  Yes  No  No Preference

On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the



button...

# The Search Engine

Simple Search | **Advanced Search** | My Saved Searches

**\*\*Choose options from any section, the search button is at the bottom\*\***

**General Information**

School or City Name   
Separate multiple search terms with a comma, e.g.:Washington, Boston

Country

US State   
Alabama  
Alaska  
Arizona

**Common App Member Colleges & Universities**  
Your search returned 3 Common App members.  
Search Criteria (note only basic criteria are listed): State:AL;

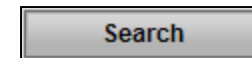
Simple Search | Advanced Search | My Saved Searches | **Search Results**

Select	Name	City	State	Website	Type	Request Info	Date Sent
<input type="checkbox"/>	<a href="#">Birmingham-Southern College</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Samford University</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Spring Hill College</a>	Mobile	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	

Add Compare Map Save Search

Financial Aid available for international students  Yes  No  No Preference

On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the

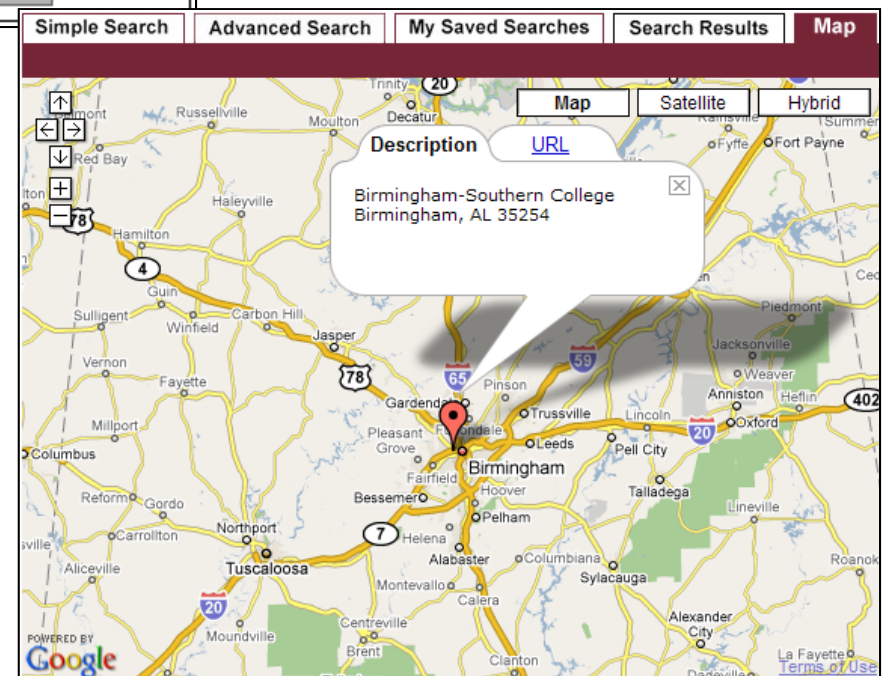


button... brings the user to the Search Results screen.

# The Search Results Screen

Select	Name	City	State	Website	Type	Request Info	Date Sent
<input type="checkbox"/>	<a href="#">Birmingham-Southern College</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Samford University</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Spring Hill College</a>	Mobile	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	

From here, schools can be **mapped**...



# The Search Results Screen


Select	Name	City	State	Website	Type	Request Info	Date Sent
<input type="checkbox"/>	<a href="#">Birmingham-Southern College</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Samford University</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Spring Hill College</a>	Mobile	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	

From here, schools can be **mapped**...

... and searches can be **saved**.

Simple Search	Advanced Search	My Saved Searches	Search Results
<b>Save Search</b>			
<p>You may save up to 5 searches. You may save your current search as a new saved search by entering a search name and description and clicking Save. If you would like to replace a previously saved search, enter a new name and description, select the previously saved search you wish to replace, then click Save.</p>			
<input type="radio"/> New Search			
<input checked="" type="radio"/> <b>Search Name</b>		<input type="text" value="Local"/>	
Description		<input type="text" value="Schools in Alabama"/>	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

# Comparing Schools

Clicking on the  button from the search results screen allows students to compare up to three different institutions.

Clicking on the categories at the top (e.g. **Admissions**) will display different sets of relevant data.

Simple Search	Advanced Search	My Saved Searches	Search Results	Compare	
<a href="#">Common Application Process</a>	<a href="#">General Information</a>	<b><a href="#">Admissions</a></b>	<a href="#">Financial Aid</a>	<a href="#">Majors and Degrees</a>	<a href="#">Student Life</a>
	<b>Birmingham-Southern College</b>	<b>Spring Hill College</b>	<b>Samford University</b>		
Address	900 Arkadelphia Road Birmingham, AL 35254 United States of America	4000 Dauphin Street Mobile, AL 36608 United States of America	800 Lakeshore Drive Birmingham, AL 35229 United States of America		
Contact Info	Phone: 205-226-4696 / 205-226-7849 Fax: 205-226-3074 Email: admission@bsc.edu	Phone: 800-742- 6704 / 251-380-3030 Fax: 251-460-2186 Email: admit@shc.edu	Phone: 800-888-7218 Fax: 205-726-2171 Email: admission@samford.edu		
On the Web	<a href="#">Web Page</a>	<a href="#">Web Page</a>	<a href="#">Web Page</a>   <a href="#">Photo Tour</a>		
Application Deadlines	Fall 2012 First-Year RA: 1/1/2012 Fall 2012 Transfer RD: 7/11/2012 Spring 2012 First-Year RD: 1/10/2012 Spring 2012 Transfer RD: 1/10/2012	Fall 2012 First-Year RA: 10/1/2011 Fall 2012 Transfer RD: 7/11/2012 Spring 2012 Transfer RD: 12/1/2011	Fall 2012 First-Year RA: 7/1/2012 Fall 2012 Transfer RD: 7/11/2012 Spring 2012 First-Year RD: 1/20/2012		

# Adding a College

Simple Search	Advanced Search	My Saved Searches	Search Results				
Select	Name	City	State	Website	Type	Request Info	Date Sent
<input checked="" type="checkbox"/>	<a href="#">Birmingham-Southern College</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Samford University</a>	Birmingham	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<input type="checkbox"/>	<a href="#">Spring Hill College</a>	Mobile	AL	<a href="#">Link</a>	Coed	<a href="#">Send</a>	
<b>Add</b>		Compare	Map	Save Search			

To add a school, check the **box** next to its name and click on **Add** to get to the My Colleges screen.

**Ferris Beuller**  
First Year applicant  
Common App ID: 7745376

**My Colleges**  
Show [instructions](#) for this page.

Status Legend:   
▼ Not Started  
■ In Progress  
▲ Complete

My Colleges		
■ Birmingham-Southern College	■ Maryville University of St. Louis	■ Siena College
■ Stonehill College		



# Adding a College

The QuickAdd feature allows you to bypass the search screen if you know the school name.

**My Colleges**

Show [instructions](#) for this page.

Status Legend:    ▼ Not Started  
                          ■ In Progress  
                          ▲ Complete

My Colleges		
▼ Albany College of Pharmacy and Health Sciences	▼ Bennington College	■ Birmingham-Southern College
▼ George Washington University	▼ Mount Saint Mary College	▼ University of Connecticut
▼ Western New England College		

Search for Colleges

Boston  
Boston College  
Boston University  
University of Massachusetts Boston

**QuickAdd** ?

h Sciences

# Adding a College

The QuickAdd feature allows you to bypass the search screen if you know the school name.

**My Colleges**

Show [instructions](#) for this page.

Status Legend:   
▼ Not Started   
■ In Progress   
▲ Complete

My Colleges		
▼ Albany College of Pharmacy and Health Sciences	▼ Bennington College	■ Birmingham-Southern College
▼ George Washington University	▼ Mount Saint Mary College	▼ University of Connecticut
▼ Western New England College		

Search for Colleges

Boston

Boston College  
Boston University  
University of Massachusetts Boston

QuickAdd ?

Clicking on a school option that appears in this list will activate the **QuickAdd** button.

Boston College

QuickAdd

# My Colleges

To view school information...

## My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started  
■ In Progress  
▲ Complete

### My Colleges

<span style="color: yellow;">■</span> Maryville University of St. Louis	<span style="color: yellow;">■</span> Siena College	<span style="color: yellow;">■</span> Stonehill College
-------------------------------------------------------------------------	-----------------------------------------------------	---------------------------------------------------------

[Search for Colleges](#)

*Start typing the college name you want to add* [QuickAdd](#) [?](#)

### Maryville University Of St. Louis

[Remove this College](#) **Deadline: N/A until term is assigned**

■ **Application** **In Progress**

Before submitting the **CommonApp** to this institution you must:  
Complete the CommonApp [Future Plans](#) section for this institution  
Submit your [Supplements](#) to this institution

▼ **Supplements** **Not Started**

Before submitting your **Supplements** to this institution you must:  
Complete the CommonApp [Future Plans](#) section for this institution

▲ **Payments** **Complete**

▲ **School Forms** **Assigned: 08/02/2011**

Please use the School Forms link to the left to check status information

[View College Details](#)

# My Colleges

To view school information... click on the **school's name** – the info at the bottom refreshes.

The screenshot shows the 'My Colleges' interface. At the top, there is a 'My Colleges' header with a 'Show instructions for this page.' link. Below this is a 'Status Legend' with three items: 'Not Started' (red triangle), 'In Progress' (yellow square), and 'Complete' (green triangle). A table lists colleges: 'Maryville University of St. Louis' (yellow square) and 'Siena College' (yellow square). A search bar is present with the placeholder text 'Start typing the college name you want to add'. Below the search bar, there are three college cards: 'Maryville University of St. Louis', 'Siena College', and 'Stonehill College'. The 'Siena College' card is expanded, showing detailed information. The details for Siena College include: 'Remove this College' button, 'Deadline: 12/01/2011', 'Application' status (In Progress) with instructions to complete the CommonApp Future Plans section, assign School Forms recommenders, and submit Supplements; 'Supplements' status (Not Started) with instructions to complete the CommonApp Future Plans section; 'Payments' status (Not Ready For Payment) with instructions to submit the CommonApp or Supplements; and 'School Forms' status (In Progress) with instructions to invite School Forms recommenders. A 'View College Details' button is at the bottom of the expanded card.

# The Common Application

**Ferris Beuller**  
First Year applicant  
Common App ID: 7745376

**Future Plans**

Save & Check for Errors   Save & Next ►

Show [instructions](#) for this page.

Status Legend:   ▼ Future Plans Not Started  
                  ■ Future Plans In Progress  
                  ▲ Future Plans Complete

**My Colleges**

▼ <b>Maryville University of St. Louis</b>	■ <b>Siena College</b>	▼ <b>Stonehill College</b>
--------------------------------------------	------------------------	----------------------------

**Stonehill College**

This institution has chosen not to receive the following information from your Common App:  
Self-Reported ACT Test Dates and Best Scores\*  
Self-Reported SAT Reasoning Test Dates and Best Scores\*

● **Term and Decision Plan** [Clear term](#)

Fall 2012		Spring 2012	
<input type="radio"/> Early Action	Deadline: 11/01/11	<input type="radio"/> Regular Decision	Deadline: 11/01/11
<input type="radio"/> Early Decision	Deadline: 11/01/11		
<input type="radio"/> Regular Decision	Deadline: 01/15/12		

After searching for and adding colleges, the user moves on to the Common Application itself, beginning with the **Future Plans** section with college-specific questions.

# Data Suppression

Some colleges may elect not to receive certain information, even if students include that information as part of their application.

“Suppressible” items include:

- SSN
- Self-Reported Testing
- Religious Preference
- Discipline Information

**Mount Saint Mary College**

This institution has chosen not to receive the following information from your Common App:  
Self-Reported ACT Test Dates and Best Scores\*  
Self-Reported SAT Reasoning Test Dates and Best Scores\*  
Self-Reported TOEFL/IELTS Test Dates and Best Scores\*  
Self-Reported AP/IB/SAT Subject Test Dates and Best Scores\*

● **Term and Decision Plan** [Clear term](#)

**Fall 2012**

Rolling Admission Deadline: 07/11/12

● **Do you intend to apply for need-based financial aid?**  Yes  No

# Required Questions

Throughout the Common Application, applicants will come across **required questions** which will be marked in **bold** and **gold**.

Personal Data			
Enter name <b>exactly</b> as it appears on official documents.			
<input type="text" value="Ferris"/> <b>• First/Given Name</b>	<input type="text"/> Middle Name	<input type="text" value="Bueller"/> <b>• Last/Family/Sur Name</b>	<input type="text" value="--"/> Suffix
<input type="text"/> Former last name(s) (if any)		<input type="text"/> Preferred Name, if different	
<input type="text" value="01/01/1985"/> <b>• Date Of Birth (mm/dd/yyyy)</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female <b>• Sex</b>	<input type="text"/> - <input type="text"/> - <input type="text"/> US Social Security Number <i>Optional, unless applying for financial aid</i>	

# Error Messages

When students decline to answer required questions, a **system message** is displayed at the top of the page letting the user know which questions have not been answered successfully.

These questions are also **highlighted** in the form itself.

**System Message:** Please correct the errors listed below.

Short Answer	A required field has been left blank.
Personal Essay Upload	A required field has been left blank.

## Writing

◀ Save & Previous      Save & Check for Errors      Save & Next ▶

### Short Answer

● Please briefly elaborate on one of your extracurricular activities or work experiences in the space below (150 words or fewer, 750 character maximum).  
**\*\*YOUR RESPONSE MAY BE CUT OFF. LEARN MORE.\*\***



# Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer...

## Citizenship Status (Demographics):

<b>Please select your citizenship status</b>	U.S. Citizenship
----------------------------------------------	------------------

## Parent Living (Family):

Father	Is Parent 1 Living?
Type	<input checked="" type="radio"/> Yes <input type="radio"/> No

# Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer... new questions pursuant to that answer will appear dynamically.

## Citizenship Status (Demographics):

<b>Please select your citizenship status</b>	U.S. Citizenship
<b>Please select your citizenship status</b>	U.S. Dual Citizenship
If U.S. Dual, please list non-U.S. citizenships (maximum 3):	----Select----
	----Select----
	----Select----

## Parent Living (Family):

Father	Is Parent 1 Living?
Type	<input checked="" type="radio"/> Yes <input type="radio"/> No
Father	Is Parent 1 Living?
Type	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Date deceased (mm/yyyy)

# CEEB Codes

The CEEB code look-up feature populates school information to the Common Application automatically.

**Search**

Select the country of your secondary school below and enter at least one other search criteria. You do not need to enter information into every search field, however.

Search results will appear below. Once you locate your school in the search results, click on the school to populate your application with the school's information. If you are a home school student, please click on the 'Home Schooled' link. If you are unable to find your school, please click on the 'Not Found' link at the bottom of the search results screen which will populate a generic code for you within your application.

● **Country:**

State/Province:

City:

School Name:

CEEB Code:

[Home Schooled](#)

# CEEB Codes

The CEEB code look-up feature populates school information to the Common Application automatically.

### Search

Select the country of your secondary school below and enter at least one other search criteria. You do not need to enter information into every search field, however.

Search results will appear below. Once you locate your school, click on the school to populate your application with the school information. If you are a home school student, please click on the 'Home School' link. If you are unable to find your school, please click on the 'Not Found' link on the search results screen which will populate a generic code for your application.

**Country:**

State/Province:

City:

School Name:

CEEB Code:

### Results

Select your school below. If your school is not listed, try changing your search criteria and searching again. If too many schools are listed, include additional search criteria above and re-run the search.

Code	School Name	City	State
<a href="#">210955</a>	<a href="#">Bullis School</a>	<a href="#">Potomac</a>	<a href="#">MD</a>
<a href="#">210838</a>	<a href="#">Connelly School of the Holy Child</a>	<a href="#">Potomac</a>	<a href="#">MD</a>
<a href="#">210836</a>	<a href="#">German School</a>	<a href="#">Potomac</a>	<a href="#">MD</a>
<a href="#">210841</a>	<a href="#">Heights School</a>	<a href="#">Potomac</a>	<a href="#">MD</a>
<a href="#">210843</a>	<a href="#">Mclean School of Maryland</a>	<a href="#">Potomac</a>	<a href="#">MD</a>
<a href="#">210845</a>	<a href="#">Muslim Community School</a>	<a href="#">Potomac</a>	<a href="#">MD</a>
<a href="#">210317</a>	<a href="#">Saint Andrews Episcopal School</a>	<a href="#">Potomac</a>	<a href="#">MD</a>
<a href="#">210839</a>	<a href="#">Winston Churchill High School</a>	<a href="#">Potomac</a>	<a href="#">MD</a>

**Didn't find your school?** [Click here](#) to indicate Not Found in your application, you will be able to enter your school's information manually.

# CEEB Codes

The CEEB code look-up feature populates school information to the Common Application automatically.

**Search**

Select the country of your secondary school below and enter at least one other search criteria. You do not need to enter information into every search field, however.

Search results will appear below. Once you locate your school, click on the school to populate your application with the school information. If you are a home school student, please click on the 'Home School' link. If you are unable to find your school, please click on the 'Not Found' link to go to the search results screen which will populate a generic code for your application.

● **Country:**

**Results**

Select your school below. If your school is not listed, try changing your search criteria and searching again. If too many schools are listed, include additional search criteria above and re-run the search.

Code	School Name	City	State
210955	Bullis School	Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD
		Potomac	MD

**Education**

**Secondary Schools**

<input type="text" value="210839"/> <p>● <b>CEEB/ACT Code</b> <a href="#">look up</a></p>	<input type="text" value="Winston Churchill High School"/> <p>● <b>School You Now Attend (or from which you graduated)</b></p>
<input type="text" value="public"/> <p>● <b>Type of School</b></p>	<input type="text"/> <p>● <b>Date of Entry (mm/yyyy)</b></p>
<input type="text" value="11300 Gainsborough Road"/> <p>● <b>Address</b></p>	<input type="text" value="Potomac"/> <p>● <b>City</b></p>
<input type="text" value="MD"/> <p>State/Province</p>	<input type="text" value="20854"/> <p>ZIP/Postal Code</p>

# Printing and PDFs

Students can check their progress at any time by clicking **Preview** at the top of the page. This will bring up a PDF copy of the application.



 [Preview](#) | [Help](#) | [Account](#) | [Logout](#)

THE COMMON APPLICATION  
For Undergraduate College Admission

2011-12 FIRST-YEAR APPLICATION  
For Spring 2012 or Fall 2012 Enrollment

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**APPLICANT**

Legal Name Beuller Ferris  
Last/Family/Sur (Enter name exactly as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Preferred name, if not first name (only one) \_\_\_\_\_ Former last name(s) \_\_\_\_\_

Birth Date 07/01/1992  Female  Male US Social Security Number, if any \_\_\_\_\_  
mm/dd/yyyy Required for US Citizens and Permanent Residents applying for financial aid via FAFSA

Preferred Telephone  Home  Cell Home (412) 555-5555 Cell (\_\_\_\_) \_\_\_\_\_  
Area/Country/City Code Area/Country/City Code

E-mail Address skarunaratne@hobsons.com IM Address \_\_\_\_\_

Permanent home address 123 Main Street Apartment # \_\_\_\_\_  
Number & Street

Arlington Amelia VA United States of America 22201  
City/Town County or Parish State/Province Country ZIP/Postal Code

**If different from above, please give your current mailing address for all admission correspondence.** (from \_\_\_\_\_ to \_\_\_\_\_)  
(mm/dd/yyyy) (mm/dd/yyyy)

Current mailing address \_\_\_\_\_ Apartment # \_\_\_\_\_  
Number & Street


\_\_\_\_\_  
City/Town County or Parish State/Province Country ZIP/Postal Code

If your current mailing address is a boarding school, include name of school here: \_\_\_\_\_

---

**FUTURE PLANS**

# Signature


**I wish to submit my application to the following at this time:** 

<input type="checkbox"/> <b>Mount Saint Mary College</b> Rolling Admission   Fall 2012	<input type="checkbox"/> I have print previewed my application and it looks exactly as I intend. <a href="#">Print Preview</a>
<input type="checkbox"/> <b>Siena College</b> Early Decision   Fall 2012	<input type="checkbox"/> I have print previewed my application and it looks exactly as I intend. <a href="#">Print Preview</a>
<input type="checkbox"/> <b>Stonehill College</b> Regular Decision   Fall 2012	<input type="checkbox"/> I have print previewed my application and it looks exactly as I intend. <a href="#">Print Preview</a>

**Certification**

Please affirm the following before you submit the application:

- I understand that once my application has been submitted **it may not be altered in any way**; I will need to contact my colleges directly if I wish to provide additional information.
- I certify that all information submitted in the admission process -- including the application, the personal essay, any supplements, and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institutions to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.
- I acknowledge that I have reviewed the application instructions for each college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.
- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]



• Signature • Date (mm/dd/yyyy)

**SUBMIT**

On the final section of the Common Application, students affirm that they have previewed their application and then select schools for submission before clicking on **Submit**.

# Signature

After a successful submission the student is brought back to their My Colleges page and can view status information about other areas of their Common Application.

You have successfully submitted the Common App Online


## My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started  
■ In Progress  
▲ Complete

My Colleges		
<span style="color: yellow;">■</span> Birmingham-Southern College	<span style="color: yellow;">■</span> Maryville University of St. Louis	<span style="color: yellow;">■</span> Mount Saint Mary College
<span style="color: yellow;">■</span> Siena College	<span style="color: yellow;">■</span> Stonehill College	

Search for Colleges

Start typing the college name you want to add   

### Mount Saint Mary College

<input type="button" value="View this Application"/>	Deadline: 07/11/2012
<span style="color: green;">▲</span> <a href="#">Application</a>	Submitted: 08/08/2011
<span style="color: red;">▼</span> <a href="#">Supplements</a>	Not Started
<span style="color: green;">▲</span> <a href="#">Payments</a>	Complete
<span style="color: green;">▲</span> <a href="#">School Forms</a>	Assigned: 08/02/2011

Please use the School Forms link to the left to check status information



# Errors in Submission

If there are still some unanswered required questions, they are displayed as **clickable links** that, when clicked, take the student directly to the unanswered question.

In order to submit the Common Application, you must answer all required questions. Keep in mind that some questions become required based on your response to a previous question. Below is a list of fields you still need to complete.

Page	Question
Demographics	<a href="#">'Dual Citizenship Country 1' is a required field.</a>
Demographics	<a href="#">'Years in Country' is a required field.</a>
School Forms	<a href="#">Please identify the school counselor who will be completing the Common Application Secondary School Report on your behalf.</a>
School Forms	<a href="#">FERPA waiver is not completed.</a>

Unanswered, required questions are **highlighted**.

### Demographics

◀ Save & Previous   Save & Check for Errors   Save & Next ▶

#### Demographic Information

● Please select your citizenship status   U.S. Dual Citizenship ▼

If U.S. Dual, please list non-U.S. citizenships (maximum 3):

- Select--- ▼
- Select--- ▼
- Select--- ▼

# Supplements

Working down the left-hand navigation menu, students will arrive at the [Supplements](#) section.

Instructions
My Colleges
Search for Colleges
Common Application
Future Plans
Applicant
Demographics
Family
Education
Academics
Activities
Writing
Signature
Supplements
Payments
School Forms



## Supplements

Show [instructions](#) for this page.

Status Legend:   
▼ Supplement Not Started   
■ Supplement In Progress   
▲ Supplement Complete

### My Colleges

▼ Mount Saint Mary College	▼ Otterbein University	■ Siena College
----------------------------	------------------------	-----------------

### Otterbein University

Term not selected **Supplement Not Submitted** Deadline: N/A until term is assigned

**Otterbein University Supplement:**  
Otterbein University allows this supplement to be submitted Online.

# Supplements

Working down the left-hand navigation menu, students will arrive at the Supplements section.

## Supplements

Show [instructions](#) for this page.

Status Legend: ▼ Supplement Not Started  
■ Supplement In Progress  
▲ Supplement Complete

### My Colleges

▼ Mount Saint Mary College	▼ Otterbein University
----------------------------	------------------------

### Otterbein University

Term not selected Supplement

**Otterbein University Supplement:**  
Otterbein University allows this supplement to be completed.

**Start**

## Otterbein University

### Supplement to the Common Application

#### Personal Data

• <b>Name:</b>	<input type="text" value="Ferris"/> <i>First Name</i>
	<input type="text"/> <i>Preferred Name</i>
	<input type="text"/> <i>Middle or Maiden Name</i>
	<input type="text" value="Beuller"/> <i>Last Name</i>
• <b>Address:</b>	<input type="text" value="123 Main Street"/> <i>Street Address</i>
	<input type="text" value="Arlington"/> <i>City</i>

# Payments

Yale University		
Term not selected	<b>Payment Not Submitted</b>	Deadline: N/A until term is assigned
<b>Application Fee:</b> \$75 First-Year Domestic Fee		
Payment types accepted by this college:		
<ul style="list-style-type: none"><li>• Online Credit Card / eCheck</li><li>• Mail Check</li><li>• NACAC Fee Waiver Request</li><li>• College Board Fee Waiver Request</li><li>• Other Fee Waiver Request</li></ul>		
<p>For students paying application fees by credit card: please note that the processing of a credit card fee may take 1-2 days to reflect with the Common App Online. This college will not receive your application until your fee has been successfully processed. You may pay the fee at any point, even before submitting your application. We recommend that you do this to avoid a delay if you submit your application close to the deadline.</p>		
● <b>Payment Method:</b> <input type="text" value="--Select--"/>		

Unless a school **requires payment before submission**, students will be **prevented from paying at the beginning**.

Siena College		
Fall 2012 ED	<b>Payment Not Submitted</b>	<b>Deadline:</b> 12/01/2011
<b>Application Fee:</b> \$50 First-Year Domestic Fee		
Payment types accepted by this college:		
<ul style="list-style-type: none"><li>• Online Credit Card / eCheck</li><li>• NACAC Fee Waiver Request</li><li>• College Board Fee Waiver Request</li><li>• Other Fee Waiver Request</li></ul>		
<p>Before submitting your <b>Payment</b> to this institution you must: Submit the <a href="#">CommonApp</a> to this institution Or Submit your <a href="#">Supplement</a> to this institution</p>		

# Payment Vendor

**Terms and Conditions**

Please provide the information below to complete your online payment for the Common Application on this secure website. When your payment is complete, you will be returned to the Common Application website. Please do not close this window or log out of your Common Application until your payment is complete.

TERMS AND CONDITIONS

These terms and conditions are designed to provide you information on the services we provide and outline important conditions which apply to your using this service. The internet bill presentment and payment service is provided by Sallie Mae Solutions Inc. and various third

Please accept agreement\*

**Applicant Information**

Please enter the applicant's first and last name below.

Applicant Payment ID\*

Applicant First Name\*

Applicant Last Name\*

Common App ID\*

**Pay To**

Pay To	Pay Amount
Yale University	<input type="text" value="75.00"/>

Total \$ 75.00

**Payment Method & Account Information**

Please provide your payment type and payment account information.

Effective Payment Date 8/8/2011

E-mail Address\*

Credit Card

Checking Account (US Banks only)

Savings Account (US Banks only)

\* Required field

Students electing to pay by Credit Card or eCheck are taken to the website for our payment vendor where they must:

- 1) Agree to the terms and conditions
- 2) Fill out payer information
- 3) Enter **Payment Method & Information**
- 4) Click Submit

# Payment Confirmation

After clicking on “Submit” the student will receive a processing message...

Please Wait... Cancel

**Please wait for your confirmation page while your payment is being processed. Note: Payment processing could take up to two minutes.**

This site is best viewed using Internet Explorer 5.0 or higher, Netscape 6 or higher and Mozilla Firefox 1.0.6 or higher on a PC.  
Cipher Strength must be 128 bit encryption.



Followed by a confirmation page...

Payment Summary. Please print this page for your records.

**Payment Confirmation**

Pay to the order of	Apply Yourself
Payer ID	1481118-5/1/2007 11:30:32 AM
E-mail Address	jmonks@ayrecruiting.com
Effective Payment Date	5/1/2007
Payment Status	Paid
Card Type	Master Card
Account Number	*-5454
Expiration Date	05/2008
Name on Card	Jason Monks
Payment Tracking Number	8723520070501
Payment Total	\$75.00

Transaction(s) Summary

Transaction Status	This transaction has been accepted.
Apply Payment To	
Yale University	\$75.00

Finish

# Payment Receipt

**Yale University**

Fall 2011 Regular Decision Submitted: 8/6/2010 9:25:15 PM

**Application Fee:** \$75 First-Year Domestic Fee

● **Payment Method:** Online Credit Card / eCheck  
You have paid this institution's application fee online.

[Print Receipt](#)

Students who pay by Credit Card or eCheck can print a **receipt**.

THE COMMON APPLICATION  
For Undergraduate College Admission

**Payment Receipt**

Applicant Name: ERIKA ALBERT  
Email: erika@erikaalbert.com  
Common App ID: 9702799  
School: Yale University  
Term: Fall 2011

Payment Type: Credit Card  
Date/Time of Transaction: 8/6/2010 9:25:15 PM ET  
Required Application Fee: \$75  
Amount of Transaction: \$75

Order Number: 01089-0101-1  
Transaction Number: 0011300100000000  
Authorization Code: 000071398  
Credit Card Type: DI

[Print Receipt](#)

# Payments – Mail Check

**Yale University**

Term not selected      **Payment Not Submitted**      Deadline: N/A until term is assigned

**Application Fee:** \$75 First-Year Domestic Fee

Payment types accepted by this college:

- Online Credit Card / eCheck
- Mail Check
- NACAC Fee Waiver Request
- College Board Fee Waiver Request
- Other Fee Waiver Request

For students paying application fees by credit card: please note that the processing of a credit card fee may take 1-2 days to reflect with the Common App Online. This college will not receive your application until your fee has been successfully processed. You may pay the fee at any point, even before submitting your application. We recommend that you do this to avoid a delay if you submit your application close to the deadline.

● **Payment Method:** Mail Check

This institution offers the option to pay your application fee by check. You must print out a payment voucher to mail with your check.

**I will mail a check to pay this institution's application fee.**

Continue

The **Mail Check** option records a student's intent to mail a check to the college.

**Yale University**

Term not selected      **Check Indicated:** 8/8/2011

**Application Fee:** \$75 First-Year Domestic Fee

● **Payment Method:** Mail a Check      Change Method

You have indicated that you will mail a check for this institution's application fee. **Please print and mail your payment voucher with your check.**

Print Voucher



# Payments – Fee Waivers

Students may also request a **Fee Waiver** on the Payment Page.

The screenshot shows the payment interface for the University of Virginia. At the top, it says "University of Virginia" in a dark red header. Below that, it indicates "Term not selected", "Payment Not Submitted", and "Deadline: N/A until term is assigned". The "Application Fee" is listed as "\$60 First-Year Domestic Fee". Under "Payment types accepted by this college:", there is a list of options: "Online Credit Card / eCheck", "NACAC Fee Waiver Request", "College Board Fee Waiver Request", and "Other Fee Waiver Request". The "Other Fee Waiver Request" option is highlighted with a red box. Below this list is a text box explaining that credit card fees may take 1-2 days to reflect. At the bottom, the "Payment Method" dropdown is set to "Other Fee Waiver Request" and is highlighted with a blue box. Below the dropdown, there is a note about the institutional fee waiver program and a checkbox labeled "I intend to apply for a fee waiver using this institution's application fee waiver form." which is currently unchecked. A "Continue" button is at the bottom.

**All** members agree to accept both the NACAC and College Board Fee Waivers. Online counselors can submit the NACAC Fee Waiver online.




Some members use an “Other” Fee Waiver option. Students must contact these institutions for eligibility information.

# Payments





## Payments

Show [instructions](#) for this page.

Click on an institution name below to view the application fee and available payment options.

Status Legend:  Not Ready For Payment  
 Ready For Payment  
 Payment Indicated or Paid

### My Colleges

 Mount Saint Mary College	 Otterbein University	 Siena College
 Yale University		

### Siena College

Fall 2012 ED      **Payment Not Submitted**      **Deadline: 12/01/2011**

**Application Fee:** \$50 First-Year Domestic Fee

Payment types accepted by this college:

- Online Credit Card / eCheck
- NACAC Fee Waiver Request
- College Board Fee Waiver Request
- Other Fee Waiver Request

Before submitting your **Payment** to this institution you must:  
Submit the [CommonApp](#) to this institution  
Or  
Submit your [Supplement](#) to this institution

Color coded icons make it easier for applicants to see the status of their payments.

Payment submission is NOT tied to Common App submission and is a distinctly separate submission process.

# Three Distinct Submissions


The Application, Payment, and Supplement submissions are three distinct processes. Students should refer to the My Colleges page to confirm that all required items have been submitted properly.

### My Colleges

Show [instructions](#) for this page.

Status Legend: ▼ Not Started  
■ In Progress  
▲ Complete

My Colleges		
<span style="color: yellow;">■</span> Maryville University of St. Louis	<span style="color: yellow;">■</span> Siena College	<span style="color: yellow;">■</span> Stonehill College



#### Maryville University Of St. Louis

<input type="button" value="Remove this College"/>	<b>Deadline: N/A until term is assigned</b>
<span style="color: yellow;">■</span> <b>Application</b> Before submitting the <b>CommonApp</b> to this institution you must: Complete the CommonApp <a href="#">Future Plans</a> section for this institution Submit your <a href="#">Supplements</a> to this institution	<b>In Progress</b>
<span style="color: red;">▼</span> <b>Supplements</b> Before submitting your <b>Supplements</b> to this institution you must: Complete the CommonApp <a href="#">Future Plans</a> section for this institution	<b>Not Started</b>
<span style="color: green;">▲</span> <b>Payments</b>	<b>Complete</b>
<span style="color: green;">▲</span> <b>School Forms</b> Please use the School Forms link to the left to check status information	<b>Assigned: 08/02/2011</b>

# School Forms

## School Forms

Show [instructions](#) for this page.

### Release Authorization

I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf. **I understand that, upon submission, my release may not be altered in any way.**

**IMPORTANT PRIVACY NOTICE:** Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at [www.commonapp.org/FERPA](http://www.commonapp.org/FERPA)).

2. You waive your right to access below, regardless of the institution to which it is sent:

- Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
- No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

**Signature**

**Date (mm/dd/yyyy)**

SUBMIT

When students first click on *School Forms*, they will need to complete the FERPA Waiver.

# School Forms

**School Forms**  
Show [instructions](#) for this page.

**Release Authorization**

I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf. I understand

**School Forms**  
Show [instructions](#) for this page.

Status Legend: ▼ School Forms Not Started  
■ School Forms In Progress  
▲ School Forms Assignments Complete

**My Colleges**

<span style="color: gold;">■</span> Bennington College	<span style="color: gold;">■</span> Birmingham-Southern College	<span style="color: gold;">■</span> Mount Saint Mary College
--------------------------------------------------------	-----------------------------------------------------------------	--------------------------------------------------------------

**Release Authorization**

I have authorized release of all requested records covered under the FERPA act and have waived my right to access.  
[show details](#)

**Recommenders** ?

Please report the names of the school officials who will be completing your Secondary School Report and Teacher Evaluation forms. If they have an email address, they will receive an email inviting them to send your recommendations online or via mail, whichever they prefer. You may start the process by clicking on the Invite button below. Please note that this is a required step before you will be able to submit your application.

**Invite Official**

When students first click on *School Forms*, they will need to complete the FERPA Waiver.

After completing the waiver, applicants can **Invite Officials** to provide recommendations.





# School Forms: Naviance View

Naviance Schools using eDocs are flagged in the CAO system. When students from these schools arrive in the School Forms section, they are instructed to consult with their counselor.

### Recommenders

For transcripts, school reports and teacher recommendations, your school is using Naviance eDocs. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your counselor and teachers submit their school forms you will be able to view their status here.

If your counselor or teachers wish to submit school forms via mail, use the links below to download the applicable printable forms that can be completed on paper and mailed to each institution to which you apply:

- [Teacher Evaluation Form](#) 
- [Counselor School Forms](#) 
- [Early Decision Agreement](#) 
- [International Supplement to the School Report](#) 

# Inviting School Officials

On the Invitation page applicants answer a few brief questions about the school official and click on **Send Invitation** to notify the official of the request.

**Personal Data**


● School Official Type:  Counselor  Teacher

Mr. ▼	Ed	Rooney
● Title	● First Name	● Last Name

erooney@school.edu

**Email**

*We never share email information with third parties. We collect this email address to contact this official on your behalf and so that we can forward it on to those colleges to which you submit your application.*



**Send Invitation** Cancel

# Inviting School Officials

On the Invitation page applicants answer a few brief questions about the school official and click on **Send Invitation** to notify the official of the request.

The image displays two screenshots of the 'Personal Data' form used for inviting school officials. The top screenshot shows the form with 'Counselor' selected as the 'School Official Type'. The bottom screenshot shows 'Teacher' selected, and a 'Subject Area' dropdown menu is visible below the form, with 'English' selected. Both screenshots include a TRUSTe Certified Email logo and a privacy notice.

**Personal Data**

● School Official Type:  Counselor  Teacher

Mr.    
● Title ● First Name ● Last Name

Email

TRUSTe  
CERTIFIED EMAIL

*We never share email information with third parties. We collect this email address to contact this official on your behalf and so that we can forward it on to those colleges to which you submit your application.*

**Personal Data**

● School Official Type:  Counselor  Teacher

Mr.    
● Title ● First Name ● Last Name

Email

TRUSTe  
CERTIFIED EMAIL

*We never share email information with third parties. We collect this email address to contact this official on your behalf and so that we can forward it on to those colleges to which you submit your application.*

**Teachers Only**

● Subject Area:

If the student selects **Teacher**, a dynamic subject question appears.



# Assigning an Official

### My Colleges

▲ Mount Saint Mary College	■ Otterbein University	■ Siena College
■ Yale University		

### Release Authorization

I have authorized release of all requested records covered under the FERPA act and have waived my right to access.

[show details](#)

### Recommenders

<a href="#">Ed Rooney</a>   Counselor	Invited: 8/2/2011	<a href="#">Delete</a>   <a href="#">Resend</a>
<a href="#">Carrie Bliss</a>   Teacher	Invited: 8/1/2011	<a href="#">Delete</a>   <a href="#">Resend</a>

[Invite Official](#)

### Mount Saint Mary College

<a href="#">Ed Rooney</a>   Counselor
School Report <span>Started: 8/8/2011</span>
Optional Report
MidYear Report
Final Report

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution requires 1 teacher evaluations.

<a href="#">Carrie Bliss</a>   Teacher	Assigned: 8/1/2011	<a href="#">Remove</a>
Recommendation	Not Started	

[Save](#)

Once the required information has been filled out on the School Official Details page, officials can then be **assigned** to schools on the *School Forms* page.

One counselor and multiple teachers can be identified for School Forms (depending on the requirements of each member school).

# Monitor School Forms

**Mount Saint Mary College**

Ed Rooney | Counselor


<b>School Report</b>	<b>Started: 8/8/2011</b>
Optional Report	
MidYear Report	
Final Report	

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution requires 1 teacher evaluations.

Carrie Bliss | Teacher      **Assigned: 8/1/2011**      [Remove](#)

<b>Recommendation</b>	<b>Not Started</b>
-----------------------	--------------------

Students can monitor **status information** on these pages. They can also **delete** school officials or **resend** the notification email to counselors or teachers who have yet to begin a form.

**Recommenders** 





<u>Ed Rooney</u>   Counselor	<b>Invited: 8/2/2011</b>	<a href="#">Delete</a> <a href="#">Resend</a>
<u>Carrie Bliss</u>   Teacher	<b>Invited: 8/1/2011</b>	<a href="#">Delete</a> <a href="#">Resend</a>

# Opting Out

**Mount Saint Mary College**

Ed Rooney | Counselor

**This counselor has opted to submit paper school forms.** You will need to print out the counselor evaluation form in PDF and provide it to your counselor so that it can be completed on paper and mailed to each institution to which you apply. If you are an international or home schooled applicant you will also need to download the appropriate supplement to the School Report and provide that to your counselor as well.

<a href="#">Counselor School Forms</a> 	
<a href="#">Early Decision Agreement</a> 	
<a href="#">International Supplement to the School Report</a> 	
<a href="#">Home School Supplement to the School Report</a> 	

You must select the teachers below whose recommendations will be submitted to this institution on your behalf. This institution requires 1 teacher evaluations.

<b>Carrie Bliss</b>   Teacher	<b>Assigned:</b> 8/1/2011	<a href="#">Remove</a>
<b>Recommendation</b>	<b>Not Started</b>	

The School Forms page changes if teachers or counselors click on the opt-out link from the system-generated email the students sends them.

Printable PDF school forms can be mailed to a college/university.

# Contact Us

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[Applicant Support Center](#)

[School Forms Support Center](#)

[Common Questions for School Officials](#)

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