College App Process – Step 2

Complete College Applications

Once you have submitted your signed Records Release (Step 1), then you should complete your college application.

- For some colleges, you can use their own application, typically available electronically on their website. You'll make an account, and the application only goes to that one school. Follow all instructions from that college's site.

Many of you will use the Common App, which you can send to multiple schools. If you are using Common App, you MUST follow these steps *before requesting a transcript* so that we can send your materials to your schools.

1. Create a Common App account (www.commonapp.org). Be sure to save your login info.
2. In the Common App tab, Complete the "Profile" and "Education" sections*.
3. In the College Search tab, search for the college(s) you are applying to, and click the "Add to My Colleges" button. (You may edit this list, and can keep adding schools to your My Colleges list). You must add schools here BEFORE you can request a transcript through Naviance.
4. Select any one of the colleges you listed in your My Colleges tab. Then, from the menu on the left, under "Application," click on "Recommenders and FERPA" and complete the FERPA waiver:
   a. When completing the FERPA Waiver, click the first option: "I waive my right to review all recommendations and supporting documents."
   b. Note: *Do not request any recommendations through your Common App account*. See instructions for requesting teacher and counselor recommendations.
5. **Complete the "Matching" process in Naviance: Common App Account Matching Video**
   a. In Naviance, go to "Colleges I'm Applying to."
   b. Click "Match accounts."

*Here is some information you will need to complete the Profile and Education sections of your Common App:

- Class of 2023 class size: 480 students
- GPA Scale: 4.0 (weighted)
- CEEB School Code: 390488
- Class rank: "N/A" (district does not rank). You do NOT provide your rank on Common App or on your applications.
- In the "Education" section of the Common App tab, you select your current high school, and the dates of entry, which should be Sept 2019 (this is when you entered 9th grade). You do NOT need to indicate your CB middle school as a separate school in Common App. If you attended a school outside of CB for any grades 9-12, indicate that in the "Other Secondary/High Schools" tab.
- You will need an unofficial copy of your high school transcript (available in your student portal under "Reports"). Some colleges ask you to self-report your full academic record (9-12) in the Courses & Grades section.
- A copy of your test scores and dates. *If you decide to report your scores,* you have the option to enter scores for SAT/ACT tests, and to enter dates of upcoming tests you plan to take.

We recommend you finalize and submit your application before requesting that we send your transcript; however, you should be mindful of transcript request dates and deadlines. See college website for application deadlines and reference Step 3 for Central Bucks processing deadlines.