



# COLLEGE APPLICATIONS (STEP 1)

This is an overview of how to apply to your colleges and universities. You may begin this process as soon as college applications become available; however, school-based documents will not be sent until September.

*You do not need to wait until then to submit your applications.*

## START HERE



Many of the colleges you will apply to will use the **Common Application**. If you are only applying to schools that DO NOT use the Common App, then you can skip this section. Most students will need to complete these steps before they can send transcripts.

1. **Create a new Common App account** at <https://www.commonapp.org/>. Do not use your CBSD email to create an account and be sure to save your login info.
2. **Complete the “Profile” and “Education” sections.** While in your Common App account, go to the “COMMON APP” tab. Complete the “*Profile*” and “*Education*” sections. You will need to enter in the information provided below.  
  
Class Size: 466  
GPA Scale: 4.0 weighted  
CEEB School Code: 391-045  
Class Rank: N/A – our School District does not rank.  
High School Info: You list your 9<sup>th</sup> grade classes under CB West, not separate under Tohickon/Lenape.
3. **Add one college to your account** so you can complete the FERPA waiver. You do not need to complete the actual application yet, just add a college in the “COLLEGE SEARCH” tab.
4. **Complete the FERPA waiver.** After adding a college, go to the “MY COLLEGES” tab. Along the left column, find “*Recommenders and FERPA*” to bring up the release authorization. Follow the Common App instructions and be sure to click “*I waive my right to review all recommendations and supporting documents.*” You then type in your name and today’s date.
5. **Match your Naviance and Common App accounts.** Login to Naviance, go to the “COLLEGES” tab, and then “*Colleges I’m Applying To.*” You should see a “Match Accounts” button. Add in the email you used for your Common App login, and your Date of Birth. Now you are ready for **STEP 2**.

## NON-COMMON APP

If you are applying to a non-Common App school, you will be able to apply through their website/portal. You do not need to complete any of the steps above to send your transcript/complete your application. After you submit your app through the individual college’s website/portal, proceed to **STEP 2**.

## SELF-REPORTED ACADEMIC RECORD (SRAR)



A growing number of colleges are requiring students to enter in the courses/credits instead of sending a transcript. This is known as “self-reporting” your academic record as part of your college application. There are about 35 colleges that will refer you to the SRAR website to create an account. <https://srar.selfreportedtranscript.com/Login.aspx>