



## **\*The Common Application\***

### **How to Apply to Member Colleges of the Common Application Association**

**(Please Note:** This procedure does not apply to the [Apply Texas](#) Application)

- Access the Common Application at: <http://www.commonapp.org>
- Complete the Common Application online
  - List the schools to which you are applying through the Common Application.
  - Complete (or mostly complete) the application prior to beginning the next steps
- **To watch a video that reviews the Common Application Process click [here](#).**

### **Common Application/Naviance Linking Instructions**

For your Common Application and Naviance accounts to function properly and “talk” to each other, you must first link the two accounts.

- Access your Naviance account using the following login information:
  - Username – your AISD Network login username
  - Password – your AISD Network login password
- Click on the ‘Colleges’ tab
- Click on ‘colleges I’m applying to’
- In the box:
  - Complete the requested information (Ex. Step 1, Step 2)
  - Enter the email you used for your Common Application  
Make sure your birthday is correct and matches
  - Click the ‘Submit’ button

The Common Application will now link with/update your Naviance Account. The schools you have listed in the Common Application should populate into your Naviance account

**PLEASE NOTE:** If you have applied to a Common Application school **directly** through that school’s own application (from that school’s website) you **might not** be able to send transcripts, letters of recommendation, and other important information through Naviance. Please check to make sure you know the requirements for submitting your application directly through a school’s website.



### **\*The Common Application\*** (continued)

\*\*\***Check** your colleges list **and answer** any unanswered questions. For example, if any of the schools still show 'Unknown' in the column which asks if you applied through the Common Application, please click on 'Unknown' and answer 'Yes' or 'No' and then click 'Update.' (This will allow for electronic transmission of documents to that school even though you may have answered 'No'.)\*\*\*

- Ordering Transcripts
  - Request through [Naviance](#)
  - Pay for your transcript through [School Pay](#)
  - Transcript requests are processed after payment is received
  - Please see the 'ordering transcripts' link in Naviance for detailed instructions.

Once your Common Application and Naviance accounts are successfully linked, you should request a Letter of Recommendation from your counselor and/or teacher(s).

- Letters of Recommendation (LOR)
  - Politely ask your counselor or teacher for a LOR in person **before** making your electronic request in Naviance.
  - Click on the 'Colleges' tab
    - Click on 'colleges I'm applying to'
      - Click on the 'add/cancel requests' link found under 'Teacher Recommendations'
        - From the drop-down menu, select those from whom you want to request letters
          - You must include a message in the 'Notes' section that tells to which schools you want the counselor/teacher(s) to send letters
          - Click 'Update Requests'
  - **Note:** if you add more schools to the Common Application, please send a new request to the counselor/teacher(s) for each new school added
  - Follow up with your counselor/teacher(s) to verify the information has been sent to your college(s.)

Please contact your College and Career Advisor in the College & Career Center if you have any questions.

**Chanteau White: A – Em**

House 100: A – Cat  
House 200: Cau - Em

**Va'Cresha White: En – La**

House 200: En – Fore  
House 300: Fort – Jam  
House 400: Jan - LA

**Cecelia Miller: A - K**

Dual Credit/C & C Advisor

**Charlotte Samuel: Lb - Ric**

House 400: Lb – Mci  
House 500: Mcj – Po  
House 600: Pp - Ric

**Stephanie Alford: Rid - Z**

House 600: Rid – Stee  
House 700: Stef – Z

**Mary Beth Sunderhaus: L - Z**

Dual Credit/C & C Advisor