

## WHAT IS THE COMMON APP ONLINE SCHOOL FORMS SYSTEM?

This is an optional system by which counselors and teachers may submit supporting documents to college admission offices electronically and at no charge to the school official or to the student. This service allows school officials working with students who submit applications through Common App Online the option of submitting letters of recommendation, transcripts, school profiles, etc., electronically. For a brief video tutorial of the online school forms system,

## WHICH SCHOOL FORMS MAY BE SUBMITTED ONLINE?

For teachers, the Teacher Evaluation (including an attached letter of recommendation) may be submitted online. Counselors can submit the School Report (including transcript, attached letter of recommendation, and optional attached school profile), the Optional Report (including transcript), the Midyear Report (including transcript), the Final Report (including transcript), the Homeschool Supplement (if applicable), the International Supplement (if applicable), and the NACAC Fee Waiver. The Early Decision Agreement may also be submitted online to member colleges that accept it electronically.

## AM I REQUIRED TO SUBMIT SCHOOL FORMS ONLINE? DO I SIGN UP AS AN INDIVIDUAL OR A SCHOOL?

Participation in the Common App Online School Forms system is completely optional. Please understand, however, that whatever choice you make will apply to all applicants who identify you as their counselor or teacher. You cannot submit online forms for some students and not for others. Because school officials register with the school forms system as individuals, your decision is specific to you, not your entire school. Therefore, other teachers or counselors at your school may choose to submit their forms online even if you do not.

## HOW DO COLLEGES RECEIVE SCHOOL FORMS SUBMITTED ONLINE?

Common Application members log in to a secure Website where forms submitted online via either the Common App Online system or Naviance can be downloaded. This is the same Website where members have downloaded the applications and supplements submitted by students for the past decade.

## MUST I SUBMIT THE SAME FORMS MULTIPLE TIMES FOR EACH STUDENT FOR ALL HIS/HER DIFFERENT COLLEGES?

No. Once you have submitted a form for a student, you never have to submit it again. It is immediately available for download by any Common Application member institution to which the student has applied. And as the student applies to more colleges in the future, it then becomes available to those colleges as well. Note: the Naviance system functions differently. Please contact Naviance support for details.

## MAY I CUSTOMIZE MY RECOMMENDATION FOR THE SAME STUDENT DEPENDING ON WHICH COLLEGE

E WILL RECEIVE IT?

The Common App Online School Forms system does not permit counselors or teachers to customize recommendations for individual colleges.

HOW DOES THE ONLINE PROCESS LOOK FROM THE APPLICANT S PERSPECTIVE?

When an applicant creates an account in the Common App Online, the student must first identify a secondary school. When this is done, the student can then access the School Forms section of the Common App Online where he or she will identify one counselor and one or more teachers. After a teacher or counselor is added to a student's list of school officials, an email is sent to that school official with instructions about using the online system. Applicants are then able to monitor when individual teachers and counselors have submitted their various forms. You can find more information here: <https://www.commonapp.org/CommonApp/FAQ.aspx>

MAY AN APPLICATION BE SUBMITTED BEFORE THE SCHOOL FORMS HAVE BEEN SUBMITTED?

Yes. An applicant can submit the application at any time, unrelated to when the school forms are submitted. However, students cannot submit any applications until they have identified their counselor and teacher recommenders in the School Forms area of the online application.