

Common App FAQ

How do I know what is required by each of the schools I am applying to?

Each school will require different documents and supplemental materials. What the school requires is not always clear on the common app website. *Therefore, we recommend you check the website of the school to find out which materials they would like submitted.*

I need help! Where can I get information on how to navigate the common application website?

If you are having trouble navigating the common application website, you can find information and video tutorials at the Common App Applicant Help Center: <https://appsupport.commonapp.org/>

Where is the submit button?

The submit button will appear after you have completed all the mandatory sections of the common application.

How do I complete the College Report?

Marisol Zacarias is the North Seattle College contact for submitting college reports. Her email is: marisol.zacarias@seattlecolleges.edu. In order to submit your college report:

- 1) Download the report from the common application website.
- 2) Complete the top section of the form titled "To the Applicant" or the section's requesting student demographic information and CAID number.
 - a) In the "Important Privacy Notice" section, please ensure you sign, date, and authorize North Seattle College to release your student record information being requested. If this section is not completed, the college official cannot complete and submit the form on your behalf.
- 3) Please provide a list of the colleges where you would like the report sent, including addressed, stamped envelopes, or email addresses for each institution's admissions office.
- 4) Return the report and information above Marisol Zacarias at Admissions, Registration, Records and Credentials, located on the second floor of the College Center Building.
- 5) Please provide a statement to Marisol.Zacarias@seattlecolleges.edu authorizing North Seattle College to send your college report to the mailing address and/or email address you are requesting.
Note: Please complete this process at least two weeks before your application is due.

I can't access the writing supplement! What do I do?

In some cases you cannot access the writing supplement until you have completed the college specific questions. Some writing supplements differ depending on the major/program you select on the school's specific page.

What is the midterm report and who fills it out?

The mid-term report is a form that will help schools get a general indication of how you are performing in your current courses. To complete the mid-term report, print the form from the common app website and bring it to each of your instructors. They will need to list your current grade and sign the document. After you have gathered all the required grades and signatures, you will need to mail a copy of the form

to the admissions office of each college to which you are applying. Be sure to retain the original copy for your records.

Do I need to submit the mid-term report and the secondary report?

Some schools will require these two documents and some will not. Just because it appears listed in the application does not mean that it is required. Check with the school you are applying to in order to be sure that they require these documents.

I am an international student and the school I am applying to requires a secondary school report. Do I need to get my secondary school in my home country to complete this?

Each university will have a different policy on whether they require this information from international students who have attended secondary school outside the US. Contact the international admissions department at the schools you are applying to in order to find out if this is required.

The personal statement/writing prompt lists a word limit. Can I go over the word limit?

No. The common app will cut off your essay if you go over the word limit.

Definitions of frequently used terms on the Common App website:

Writing Supplement: Each of the colleges that use the Common Application has the option of including a supplemental writing prompt. This is where the individual college may ask additional essay questions to gain more insight about the applicant.

College Report: The college report is a form that collects information about your current college and your performance at that school. Information requested includes your academic performance and your disciplinary record.

Secondary School Report: The secondary school report is a form that collects information about your high school and your performance at that school. Information requested includes your academic performance and your disciplinary record. Typically the registrar or high school counselor will complete the secondary school report.

Mid-Term Report: The mid-term report is a form that will help schools get a general indication of how you are performing in your current courses. To complete the mid-term report, print the form from the common app website and bring it to each of your instructors. They will need to list your current grade and sign the document. After you have gathered all the required grades and signatures, you will need to mail a copy of the form to each college to which you are applying. Be sure to retain the original copy for your records.

Academic Evaluator: The academic evaluator is the person you would like to write a letter of recommendation for you. Likely this will be an instructor who knows you well and can speak to your academic abilities. Please see specific college instructions to learn if your school requires a letter of recommendation, how many they require, and if there are any specifications on who should write the letter(s).

Advisor: The advisor is someone at the College whom you have used as an academic advisor. The advisor you name will not be prompted to write a letter of recommendation; however, please ask before you put an advisor's email into this section.