

Common Application Student Guide

Strong Insights for Students:

- Students must open the account himself/herself. - **DO NOT HAVE YOUR PARENTS DO IT!**
- Students MUST write down the username and password. We will NOT be able to tell them what it is later.
- LT suggests using the LT email address as the username so that the student has one less thing to remember. However, it is not required that the student do so. Many prefer to use a different email address.
- Students will not be able to input courses and grades (C&G) and most test scores as this information is not yet available. Students can add these, once transcripts are uploaded in Naviance in the fall.
- Reminder we are on a 4.0 grading scale.
- **MOST IMPORTANT: We use Naviance, NOT Common App for all letters of recommendation. Therefore, students must NOT invite recommenders (counselors or teachers) through Common App.**
- When identifying the school they attend, make sure it is in LaGrange, (NC) and not Western Springs.
- The essay, not the application is the most difficult part of the Common App. Students need to review the prompts for the Personal Statement Common App Personal Essay (PE) and also check essays that may be required from each of the colleges they are considering.
- Students should be reminded that colleges do not accept students on a first come, first serve basis. It is better to take your time and write a strong application to submit a bit later than it to rush one through earlier and find mistakes.
- **Finally, one of the biggest problems we had last year was from students who created TWO accounts. Students would forget the username or password and open another account. Once you match an account in Naviance (Guide [HERE](#)) all documents go to that account. A student who creates a 2nd account to send the application, will never be able to link his application with our documents and they will have to be mailed.**

Students should start to add colleges to the list as they explore the schools through the search feature. Students will match their Naviance accounts with Common App in the fall so they can send their request materials.

- Go to Common Application Website: [Common App Link](#) - follow the link to create your Common App account. Click "Create Account" located at the top right corner of the Home Page.
- For step by step video instructions and/or help with anything Common App related, click on the Home Tab from the Application Solution Center or just click this link for Video Tutorials. [Solutions Center](#)
- A supplemental Power Point and a Part 1 of LT's Final Junior Group Guidance has also been uploaded to the Senior 2021 [Canvas Page](#) for your reference.