

Getting Started: Common Application Checklist

→ Log into your personal email portal and your Naviance account.

→ Create your Common Application account.

◆ Be sure to use a professional email address. If you do not have one, make one on Gmail now!

◆ KIPP Students: The CC Team prefers you use your KIPP email account.

→ Be sure to use your full legal name when creating your account.

◆ This is especially important if you have two last names. You'll want to ensure your name, birthday, social security number, and address is the same on every document and application moving forward. Or else, colleges can and will get you confused with other applicants.

→ Save your username and password in a safe place.

◆ From here on out, all password data NEEDS to be stored in your 'Profile' on Google Drive. It helps your mentor and Project Launch access your information to ensure everything is correct!

◆ If you are prone to forgetting your usernames and passwords, I would also save this information in your phone. If you are worried about security, you can password protect your notes.

→ Sign the FERPA Release Authorization.

◆ If you check, "I waive my right to access this reference," the person writing the reference will know you will not have access to viewing their letters of recommendation. This is totally normal!

◆ You want to sign your FERPA & ensure it is connected through your Naviance account.

Naviance will request your email used on the Common Application to complete this process and successfully link the two accounts. **DO NOT SKIP THIS STEP!**

→ *Moving forward, any college you add on the Common App NEEDS to be added to Naviance as well. BE CONSISTENT with this piece, or you risk the chance of a college not receiving your application materials.*

→ Visit www.projectlaunch.org for extra materials and resources.

Getting There: Information Gathering Checklist

In order to successfully complete your Common Application, it is critical to gather some basic information before submitting the Common Application.

You will need the following helpful information:

- Your Naviance log-in information
- Copy of your high school transcript
- List of senior year courses
- School counselor name and contact information
- List of your activities, work, and family obligations
- Standardized test scores and dates
- Parent/guardian educational history and occupation/employer information
- Sibling grade level and educational information

AND REMEMBER, DO NOT HIT SUBMIT UNTIL YOUR MENTOR AND/OR THE PROJECT LAUNCH TEAM REVIEWS AND APPROVES YOUR ENTIRE APPLICATION (ESSAY & RESUME INCLUDED)!

The Common App says, *“Check your application for accuracy before submitting. When it comes time to submit your applications—and for many of you that will be months away—make sure everything on it looks right.*

Yes, that means proofreading, but it also means checking that your responses appear exactly as they should. If something looks amiss, we want you to tell us so we can help you fix the problem before you send the application. Keep in mind that you can print preview each section as you work through the questions.”