


Common Application Guidelines
Foothill College: CEEB is 4315
www.commonapp.org

Community college students must select *Transfer Students* to create a username and password when applying through the commonapp website.

When students login, they will see 4 tabs and 4 circles.

TABS

My Application – This is the application homepage which will bring students back to the 4 circles.

Add Program – This section allows students to select the universities they will apply to.

Submit Application – This section allows students to see which university applications they've selected.

Check Status – This section provides a downloadable pdf

CIRCLES

Personal Information – General personal demographic information.

Academic History – List colleges attended, GPA, college courses, and exam scores. The college course work section will list which schools will need transcript entry. Some colleges will need a full transcript entry and some will not.



Supporting Information – List achievements, extracurricular activities, volunteer, and job information. Students may also upload required documents in this section, (upload documents in this section *ONLY IF* the universities request them). Some universities may not require students to fill out the Experience or Achievement section. Make sure to agree to the statements on the "Affirmation and honest.

Questions and choosing your major. See below

- x Include how many units you have currently completed & how many units that are in-progress and what you plan to take up to the end of your time at Foothill.

- x IMPORTANT PRIVACY NOTICE: Make sure to put a check mark in the appropriate box to choose whether you waive your right to review any documents Foothill emails to the university.

STEP 2. Email your completed College Report form through this [Smartsheet](#) link.

IMPORTANT: Make sure to include the requested information on the SmartSheet.

- x Last Name
- x First Name
- x Email
- x Date of Birth (MM/DD/YYYY)
- x Foothill Student ID:
- x ACCURATE emails of where you want Foothill College to email your College Reports (if you want your College Report emailed back to you, just request that it to be emailed back to you).

Other types of College Reports:

- x 21.9 12isf01 21.9 12irl1

