



Common Application **FORMS** guidelines

Foothill College: CEEB is 4315

www.commonapp.org

Under the tab “My Colleges” go to “Recommenders and FERPA” under the Application section.

FERPA Release Authorization: Complete the FERPA Authorization: This is the only way students will be allowed to send invitations under Academic Evaluator via the Common Application. This is an **Online Form**.

Academic Evaluator (Letters of Recommendation): First, meet with an instructor or counselor to see if he/she agrees to be your Academic Evaluator to write a letter of recommendation to your college on your behalf. Once the Academic Evaluator agrees, invite him/her through the “Invite Academic Evaluator” section of the Common Application by selecting and assigning them as an Academic Evaluator. It is strongly recommended to choose the College Instructor option. Colleges prefer students to choose a College Instructor as a recommender. Additionally the online form asks about classroom specific criteria. If possible, choose an instructor related to your major. This person will receive an electronic invite to complete the recommendation. Each school students apply to will list the number of Academic Evaluators/Recommenders required and allowed. This is an **Online Form**.

College Report – also known as the Registrar Report: The College Report form requests information about your current academic standing at Foothill College. Print this form from the www.commonapp.org website. It must be filled out by the **Foothill College** Admissions & Records (A & R) office. Please follow instructions below to get this form filled out:

Print the “Verify Enrollment” form on the Foothill A & R website and check the “common application” box: <https://foothill.edu/reg/forms.php>. Attach the College Report to the Verify Enrollment form and submit them to the Foothill (A & R) office. If the student would like his/her College Report mailed directly from Foothill College, he/she must provide a stamped envelope (one per college student is applying to with the correct mailing address filled out on the envelope). Processing time for College Reports can take up to 3 business days. All colleges/universities may/may not require this form. This is an **Offline form (PDF)**.

Transcript: Students must provide official transcripts from all college and universities attended. Colleges might require transcripts to be sent directly to each college. If high school transcripts are required, they will need to be sent as well.

Secondary School Final Report (High School Transcript): This form may/ may not be required by all colleges. Check each colleges/universities website to see if it is required before submitting the form. If the college requests this form, print it out and give it to your high school to process with the name and address of the college where you want the form sent. They should fill it out and send it to the university with your high school transcript. Print this form for each college you are applying. This is an **Offline form (PDF)**.

(Transfer) Mid-term Report: This form is like a progress report and may/ may not be required by all colleges. If it is required, print out the form and ask your instructors with courses “in progress” if they can verify your current grades. Once you have all their signatures, mail a copy of the form to the universities that require it for admission. This is an **Offline Form**.

Writing Supplement: This section varies from school to school. Make sure to pay attention to the word count. Also, be aware that the Common Application times out so make sure to save your work as you answer the questions. Some colleges may/may not have an additional writing supplement requirement outside of the common application.

Art Supplement (Majors in Art, Dance, Music, Theater, Film, etc.): You will be redirected to the SlideRoom website where you will be able to complete your Art Supplement per college (if required). You can contact SlideRoom for email support: support@slideroom.com. You will need to pay a separate fee to process your account in the SlideRoom.

How to Pay and Submit:

Review your application thoroughly. Once you are finished, all parts of the application should say “Ready.” Click the submit button. A PDF version of your application will be created. Review your application, **pay your fee** (if fee not waived), and sign. Once you see the green checkmark on the dashboard, the schools you applied to have access to your application.

Submit your complete application prior to the specified deadline. A confirmation letter will be sent after your application has been processed. This typically takes 2-6 weeks. Do not send in a hard copy of your application unless it is requested by the university. Check your email for updates from the universities.

Things to remember:

Some colleges/universities may require additional forms or documents. Please review the Common Application and each college’s web site to track the requirements.

Make sure to keep copies of documents before mailing anything.

If you need to make changes to your application after submission, contact the college’s admissions office.

Once students submit an application to one university, students are allowed to make changes to their common application before submitting an application to other colleges.