

 **FOOTHILL COLLEGE**  
**Common Application Guidelines**  
**Foothill College: CEEB is 4315**  
[www.commonapp.org](http://www.commonapp.org)

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

**When student's 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 Statement" indicating that you answered the application truthfully and honest.

**Program Materials** – This section includes the essay questions and choosing your major. See below for additional information.

## Additional Information on Program Materials

This section will also list universities where you've chosen to apply. Click on each university to see any additional information you may need to provide. Some information will be required and others might be optional. When you click on the university you may see the following tabs:



**Home** – Usually lists university application deadlines and sometimes lists specific application instructions.

**Documents** - Upload required documents in this section ONLY IF the universities request them.

**Recommendations** – Follow the application instructions for any letters of recommendation requirements. Recommendation titles might be professional (job supervisor), personal (mentor or a community member), or academic (counselor or instructor). Only send recommendation letters if the university requires them.

### Steps to follow when requesting a letter of recommendation:

1. First, speak with the recommender to see if he/she agrees to write a letter of recommendation on your behalf.
2. Once they agree, add their email to your commonapp and “Create a Recommendation Request”. Make sure to assign the recommender the appropriate title. It is strongly recommended that you choose an Instructor for the Academic recommendation because they will be able to answer classroom specific criteria. If possible, choose an instructor related to your major.
3. This person will receive an electronic invite to complete the recommendation.

**Questions** - Essay questions and choosing your major is usually in this section.

## Printable Offline Documents

**College Report:** The College Report requests information about your In Progress/Planned courses plus your current academic standing at Foothill College. This form is located in the “Supporting Information” circle under Documents. The first page must be filled out by the student and the second page must be filled out by the Foothill College Admissions & Records (A & R) department. Please follow the instructions below for (A & R) to process your College Report:

- Print the “**Verification of Enrollment**” form on the Foothill (A & R) website <https://foothill.edu/reg/forms.php>.
- Check the “Common Application” box under type of verification.
- Attach the two-page College Report to the “Verification of Enrollment” form and submit them to the Foothill (A & R) office. Forms may be emailed to [fhverifications@fhda.edu](mailto:fhverifications@fhda.edu) OR submitted in person.

If students would like Foothill College to mail their College Report to **one university**, they must attach a stamped envelope with the correct mailing address written on the envelope.

If students would like Foothill College to mail their College Report to **multiple universities**, they must submit multiple copies of their completed College Report and a stamped envelope with the correct mailing address for each university.

Processing one College Report may take up to 3 business days. Processing multiple College Reports may take a few days longer. All colleges & universities may or may not require this form.

**Mid-term Report (Transfer):** This form is similar to a progress report and may or may not be required by all colleges. If it is required, print out the form and ask your instructors with courses “in progress” to verify your current grade. Once you have all their signatures, mail a copy of the form to the universities that require it for admission. This form may download and printed.

**Secondary School Final Report (High School Transcript):** This form may or may not be required by all colleges. Check with each colleges or university to see if it is required. If it is required then print out the form and provide it to your high school for processing. They will fill it out and send it to the university with your high school transcript. Print this form for each college you are applying. This form may download and printed.

### Things to Remember:

1. For assistance with your application use the help center. Click on the question mark near the top right of your application to access frequently asked questions, download documents, join a live chat, or email your questions. The Common Application does not have a 1-800 number.
2. Some colleges or universities may require additional forms or documents. Please review the Common Application and each college’s web site to track the requirements.
3. Make sure to keep copies of documents before mailing.
4. Questions on the application with a red asterisk are mandatory.
5. Student are not allowed to make changes to the application after submission. If you need to make changes contact the college’s admissions office.
6. Submit official transcripts directly to the university unless indicated otherwise.



**Writing Supplement:** Certain colleges require a writing supplement and will vary from school to school. Make sure to pay close attention to the word count. Save your work as you answer the questions or write your responses in a Microsoft word doc then copy & paste onto the application.

**Art Supplement** for 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 at [support@slideroom.com](mailto:support@slideroom.com). You may need to pay a separate fee to process your account in the SlideRoom. Contact your university program directly if you have any questions.