

The Common Application Instructions

1. To use The Common Application you must go into your Naviance account. If you have not already done so, you must link your Naviance account with your Common Application. If using the Common Application to apply to colleges you will still need to complete the "Application Processing Request Form" and enter each college individually.
2. You must also bring in the **list of colleges to which you applied printed out from the Common Application**
3. Each college will receive your information from us individually so the fee is \$3.per college.
4. *Please keep track of all colleges that require your mid-year reports (Common Application Colleges usually require this) as you will need to present this list to your counselor in January. The Mid-Year Report Request Form is also available to download and print from the Aquinas website.*
5. If not paying the college application fee online or with a Common Application fee waiver, you are responsible to send payment to each college.
6. If you are eligible for fee waivers you will receive fee waivers online. Your counselor is asked to sign off on your eligibility. **We cannot do this without seeing your parent/guardian's financial information.** Please be sure your counselor has seen the required documents before you do this application.