# Common Application

# STEP BY STEP GUIDE

MALIBU HIGH SCHOOL

## GATHER MATERIALS

Filling out your application will take time and a few documents & information you will need in hand before you start. Make sure you have your transcript, SAT/ACT scores (if available), list of your activities/honors, and parents information.

## CREATE AN ACCOUNT

Go to commonapp.org and create a "First Year Student" account. Make sure that you do **NOT** use your smmk12.org email to create your account, as colleges will not be able to email you here. Be sure to use your full legal name (on your transcript).

## ADD COLLEGES

Once you have created your account, explore the many colleges that accepts the Command Application and add the colleges you are interested in applying to.

## WAIVE & SIGN THE FERPA

Make sure to waive and sign the FERPA in order for us to process and send your official transcript and letters of recommendations. You will also need to complete this step to match your application to your Naviance account.

## ESSAYS & REQUIREMENTS

Every college will have their own admission requirements in addition to your college essay. Be aware of each colleges deadline, supplemental essays & questionnaires, application fees, testing policy, portfolio, and recommendations.

## SUBMIT YOUR APPLICATION

Submitting your application is a three step process:
1: Review your application
2: Pay the application fee
3. Submit your application

**Questions? Contact Mrs. Snyder at lsnyder@smmusd.org**