

# Okinawa Christian School International

## Common App Hints

### Matching Your Common App and Family Connection Accounts

The following steps are **REQUIRED** if you are using the Common App. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common App.

#### First, go to Common App:

1. Log into your Common App account. If you've not created an account, you'll need to do that first.
2. Under the "Common App" tab, complete the entire "education" section so that it has a green checkmark (this is necessary since the Common App must know the high school you attend). Below are answers to some of the questions:
  - Graduation: June 8, 2018
  - Class Rank Reporting: None
  - Courses: Use official titles
  - Counselor: Latasha Calvin
  - Graduating Class Size: 29
  - Credits: Sem = .5/Year = 1.0
  - Phone: 0989583000
  - GPA Scale: 4 / weighted
3. Go to "My Colleges." If no colleges are listed, go to "College Search" add at least one college.
4. Click one of the colleges and then "assign recommenders."
5. Click the FERPA Release Authorization. **OCSI teacher recommendations should be requested through Naviance**
  - I authorize every school that I have attended to release all requested records...
  - I waive my right to review all recommendations and supporting documents...
  - I understand that my waiver or no waiver selection above pertains to all colleges....

#### Second, go to Family Connection: Naviance Account

1. Login and click the Colleges tab. Then click "Colleges I'm applying to."
2. Enter the email address used in your Common App account.
3. If this is completed correctly you will see the following:
  - **Common App Account Matching - Complete**
  - **Your Common App account was successfully matched.**
  - **FERPA Status: Waived**

### Pasting an Essay into the Common App

Because CA doesn't deal well with special characters like quotation marks, pasting an essay directly from Word into CA can create errors. If you try that you will likely find the word count on Common App isn't correct and some words or punctuation may be missing. Here is the solution:

1. Open TextEdit (for Mac - search for it in the top right spotlight bar) or TextPad (PC), and paste your essay into it. Issues with special characters will be fixed.
2. Copy and paste your essay from TextEdit or TextPad into the Common App.
3. The word count should now be correct and match the word count listed on your Word document. Proofread your essay within the Common App to be certain it is perfect.
4. You won't get a green checkmark if your essay is shorter than 250 or longer than 650 words.

### Use the "Additional Information" Section if Needed

If you finish your application and find something important has not been included somewhere in the application, you can use the "Additional Information" section to provide details. Don't repeat information covered elsewhere. If needed, you can add up to 650 words. Paste the information as explained above.

## Early Decision Agreement

If you are applying to a binding Early Decision college, once you have selected Early Decision as your application type you must complete the following steps:

1. Click the ED college and go to the Assign Recommender section.
2. At the bottom, you will “invite” your parent to complete an online ED agreement
3. After clicking “invite,” enter the name and contact details of a parent. Choose the parent who is more likely to read and respond to an email from Common App. Click submit.
4. You will be taken back to the Assign Recommender page and the parent name is now displayed.
5. Click “Assign.” An email will immediately be sent to that parent with a link to the ED agreement.
6. Once your parent has completed this step, you will see it on your Assign Recommenders page.
7. Your counselor will also submit an ED agreement through Naviance. Reminder: ED is binding. If you apply ED and are accepted, then you must attend that college. Please speak with Mrs. Calvin before submitting for ED.

## Submitting your Application

Applications are submitted to individual schools one at a time. Once you have completed the Common App, a college’s member questions and writing supplement, you can submit it to that college. Don’t worry that you might accidentally submit an application before you’re ready. It can’t be sent until you confirm you have completed a final review, entered your credit card, and signed your name.

### Common App, College Questions and Fee

1. When you are ready to submit to a college, select it under “My Colleges”.
2. Click “Preview and Submission – Common App”
3. Carefully read and review the PDF of your application. This is what the college will receive so it needs to be perfect. If you find an error, click the back button to make changes. If your essay is not formatted properly or is missing words, read the “Pasting your essay into the Common App” section above and follow those instructions.
4. Once it is complete confirm that you have reviewed it and you wish to proceed.
5. Pay your fee by credit card.
6. Sign the submission statements acknowledging that your application is both accurate and your own work. If it is later learned that you have made inaccurate statements or had someone else write your essays, your acceptance can be revoked.

### Writing Supplement

1. If a college requires a Writing Supplement, it may only be submitted after your Common App has been submitted to that college.
2. Go to My Colleges and submit your Writing Supplement

### Review Dashboard Information

Check that your application and writing supplement were successfully submitted by clicking “My Dashboard.” You should see green checkmarks. Once you see these checkmarks, materials are immediately available to the college but it may take a few days before the college downloads and views your application. Here is what you should see:

My Colleges (2)	Deadline	Application	Writing Supplement
▶ Unknown University	10/10/2016	✓	✓