



## Common Application for Students

1. Initially, you are required to create an account at [www.commonapp.org](http://www.commonapp.org) and record your Common Application ID. It is important to maintain this information for use later. This will insure your transcript is delivered to the correct destination.
2. Utilize the School Forms section of the Common App Online to invite your counselor to be a recommender. This will trigger an email message to the counselor, providing instructions on submitting school forms online. Confirm with the counselor of an intention to submit school forms online.
3. Log into your Docufide account and click on the Common Application tab.
4. Enter your Common Application ID #.
5. Verify that the information is correct: your name and your counselor's name.
6. If the counselor has accepted the invitation, plans to submit school forms online, AND has started your School Form, it will now be possible to request to send the transcript to the Common Application.
7. Click the Save & Continue button to move on (or Save & Add Another for additional destinations).
8. Your transcript will be sent directly to the Common Application Online system to be matched by the counselor with your school forms and submitted on your behalf.
9. Upon submission of your transcript to the Common Application, it is ready for submission to ALL of your Common Application colleges. You do not need to submit one for each college.
10. Next Grading Period requests cannot be made in advance of grade availability. Once grades become available students can request midyear transcripts.