

 **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 students 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 students to list the number of In Progress/Planned units and your current academic standing at Foothill College. This form is located in the “Supporting Information” circle under Documents. The form must be filled out by the student and the Foothill College Admissions & Records (A & R) department. Please follow the instructions below for (A & R) to process your College Report:

STEP 1. Download the fillable [College Report](#) form on the Transfer Center website and save it to your computer. Fill out the top half on the first page up to the section where it says “Signature.”

- The CAID (Common App ID) is the number on the top right corner of your Common App application account
- The Foothill College CEEB Code is 4315

- Include how many units you have currently completed & how many units that are in-progress and what you plan to take up to the end of your time at Foothill.
- IMPORTANT PRIVACY NOTICE: Make sure to put a check mark in the appropriate box to choose whether you waive your right to review any documents Foothill emails to the university.

STEP 2. Email your completed College Report form through this [Smartsheet](#) link.

**IMPORTANT: Make sure to include the requested information on the SmartSheet.**

- Last Name
- First Name
- Email
- Date of Birth (MM/DD/YYYY)
- Foothill Student ID:
- ACCURATE emails of where you want Foothill College to email your College Reports (if you want your College Report emailed back to you, just request that it to be emailed back to you).

**Other types of College Reports:**

- Students filling out applications for private and/or out-of-state universities that are NOT using the Commonapp, may be required to submit documents similar to the College Report. Sometimes this document is called a “Transfer Report” or “Officials/Admissions Report.” Please still follow the instructions above as if you were submitting the Commonapp, College Report.

Processing College Reports may take up to 5-7 business days.

**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.

*Please contact the colleges & universities where you are applying to verify if they require any of the above documents.*

## 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.

## Coalition Application

Most private colleges and out-of-state universities accept the Common App. Some universities may require students to fill out the *Coalition application* and not the Commonapp. If so, please review Youtube videos on how to fill out this application.