The Common Application

The Common Application is a great tool to use to apply to colleges, especially if you are applying to multiple schools or if your school of intent is using the Common Application as their sole application.

The basics:

- Check out ‘Common Questions for Applicants’ to see if the Common Application is best for you and to see how it works. Watch the brief video as well: [https://www.commonapp.org/CommonApp/FAQ.aspx](https://www.commonapp.org/CommonApp/FAQ.aspx).
- Note: many schools require Supplements, or additional sections of the application that are school-specific.

Completing the School Forms section:

- You can access the forms you will need under the School Forms section of your account.
- As a transfer student, you will complete the application on-line; however, the individual forms must be printed and either mailed or hand-delivered to the appropriate people.

Forms you will need:

♦ **College Report—CR**
1. Complete the top of this form including the signature statement.
2. Submit it to Highline’s Registration Office at the lower level of Building #6. Include the following:
   a. Directions for processing the form,
   b. Your Student ID # and
   c. Information about how best to contact you.
3. Please allow up to 5 business days for processing.

♦ **College Instructor Evaluation—IE**
1. Complete the top of this form including the signature statement.
2. Give this form to the instructor who has agreed to give you a recommendation.
3. Typically, you would provide the instructor with self-addressed envelopes to all the colleges you are applying to so that they can make copies of the completed forms and mail them directly.

♦ **School Report—SR**
1. This form goes to the last secondary school (high school) you attended.
2. Follow the instructions at the top of the form.

♦ **Mid-Term—MT**
1. If your college requires this, follow the instructions at the top of the form.