

COMMON APPLICATION STEP BY STEP

Step 1: Set up an Account

- Log in <https://apply.transfer.commonapp.org/applicant-ux/#/login>
- Create an account with your personal information
- On your dashboard you will find four sections

Step 2: Personal Information

- This is the first section of the application
- It is broken down into 9 sub-sections
- Every time a full section is completed you will see a green check next to it
 - 1 Communication Preferences
 - 2 Biographic Information
 - 3 Contact Information
 - 4 Citizenship Information
 - 5 Race & Ethnicity
 - 6 Military History
 - 7 Other information
 - 8 Parent/ Guardian
 - 9 **Common App Fee Waiver:** In this part of the application you check why you need a waiver the options are as follows. Please check all that applies
 - ♦ I am eligible to receive a federal Pell grant
 - ♦ My annual family income falls within the income eligibility
 - ♦ My family receives public assistance
 - ♦ I live in federal subsidized public housing, a foster home or homeless
 - ♦ I can provide a supporting statement from a school official college access counselor, financial aid, officer or community leader

Step 3: Academic History

- This section is divided among 11 sub sections
 - 1 High School Attended: Add the high school you graduated from or if you received a high school equivalency degree in this format month/year

- 2 Colleges Attended: Add ALL the colleges you attended
- 3 College Coursework: This is like a transcript review section. You will add the term/ year and credits completed
- 4 GPA Entries: Add ALL the GPA information for all colleges attended
- 5 Standardized Test: You do NOT have to add any scores. Just click on I am not adding any standardized test
- 6 Continuing Education Courses: Report if any Continuing Education Units (credits) have been awarded to you. You CAN also pick “I am not adding any standardized test”
- 7 SAT Subject: You DO NOT have to report any of information just click next
- 8 AP (Advanced Placement): If you did NOT take any or DO NOT want to report it just click next
- 9 IB (International Baccalaureate): Did you take an the International Baccalaureate (IB) exam? If NOT then just click next
- 10 CLEP (College Level Examination Program: Did you take the College Level Examination Program (CLEP) exam? If NOT you can click Save and Next
- 11 Senior Secondary Leaving Examinations: If you attended secondary school outside the United States you must enter the Secondary Leaving Examination scores. If NOT, click next and save!

Step 4: Supporting Materials

- This section is divided among 4 sub sections

1 Experiences

- ◆ You can add extracurricular activities
- ◆ Family Responsibilities
- ◆ Hobbies
- ◆ Internships
- ◆ Volunteering
- ◆ Work

2 Achievements

- ◆ Any Professional or Academic achievements you have ever received.
- ◆ Dean’s List
- ◆ Promotions at work

3 Documents

- ◆ Cover Letter/ Resume
- ◆ Certificate of Release of Discharge from Active Duty: document issued upon a military service retirement, separation or discharge from active duty in the Armed Forces of the United States
- ◆ Green Card
- ◆ Joint Services Transcript: document that describes military schooling and Army

YOU DO NOT NEED TO UPLOAD ANY DOCUMENTS IF YOU DON'T WANT

4 Affirmation Statement

- ◆ You must affirm that all information submitted is correct

Program Materials

- For this section you need to pick the college and major interested
- Make sure you check if the college requires an essay or any further step
- There is a waiver provided for student who are unable to pay the fee, you must explain why you need it under personal information
- To send your transcript you have to pay \$7 for each transcript requested.



**FOR ADDITIONAL INFORMATION CONTACT THE TRANSFER SERVICES OFFICE
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