

COMMON APPLICATION CHECKLIST

Creating An Account

- ☐ Go to www.commonapp.org and create a user account.
- ☐ Answer the registration question indicating you are a “First Year Student”.
- ☐ Use the email address you plan to use for ALL of your college applications.
- ☐ Answer demographic questions and indicate that you plan to start college in **2026**
- ☐ Click “Create”.
- ☐ You will then be redirected to the homepage of your Common App account. Your Common App ID (CAID) which you may need in the future is in the upper right corner.

Adding Schools

- ☐ Click on the “College Search” tab to search for and add Common App colleges to your list to which you plan to apply.
- ☐ If you are searching for a school and cannot find it, chances are you will need to go to the college’s website and apply via their electronic application.

Filling Out The Sections Of The Common Application

- ☐ **Profile** - You must answer all questions with the red asterisk and make sure a green check mark appears after completing each sub-section.
- ☐ **Family** - Answer as much as you know about your parents and siblings.
- ☐ **Education** - This section pertains to information about Piscataway Magnet School. Click on “Find School” and our school should come up
- ☐ **Date Of Entry**: September 2022
- ☐ **Boarding School**: No
- ☐ **Graduation Date**: June 2026
- ☐ **CEEB Code**: 311211
- ☐ **School Address**: 21 Suttons Lane, Piscataway NJ 08812
- ☐ **School Phone #**: 732-985-0717
- ☐ **Counselor Information** can be found [HERE](#)
- ☐ **Other Secondary Schools**: If you transferred into Piscataway Magnet School from another high school, indicate the schools and dates you attended.
- ☐ **Colleges & Universities**: This section pertains to coursework taken through a college or university, such as dual-enrollment courses for college credit
- ☐ **Grades**:
 - ☐ Enter **153** for the ‘**exact**’ graduating class size
 - ☐ Choose “**yes**” for class rank reporting
 - ☐ Enter your **weighted** cumulative GPA from your transcript
 - ☐ Enter “**4.0**” for GPA scale, and select “**weighted**” for GPA weighting
- ☐ **Current Year Courses**: Report the courses you are taking your senior year (including PE/Health). Our scheduling system is SEMESTER.
- ☐ **Honors**: This is the section where you can list your academic honors, such as National Honor Society, National Merit, Honors, and any other academic honor society you are involved in.
- ☐ **Community-Based Organizations**: If you received assistance with the college application process through any community-based organizations, list that in this section.
- ☐ **Future Plans**: Enter your first choice career interest.

Testing

- ☐ **Tests Taken:** Indicate whether or not you will be reporting your test scores. (It is optional to report your test scores.) You will still need to send official score reports from the testing institutions to the colleges but this will give them an initial look at your scores while they await your official score report.
- ☐ **SAT Tests:** You will need specific score details, including scores from each section and the exact testing dates.
- ☐ **ACT Tests:** You will need specific score details, including scores from each section and the exact testing dates.
- ☐ **AP Tests:** You should consult with your counselor to determine which AP scores to report (we typically recommend reporting scores of 3 or higher).

Activities

- ☐ **THIS IS YOUR PLACE TO SHINE!** Include all activities both in and out of school. (Clubs, Trips, Summer Programs, Work, Sports, etc.)
 - ☐ List activities in order of importance to you!
- ☐ **Position/Leadership Description** - max 50 characters.
- ☐ **Organization Name** - Write out full names of organizations.
- ☐ You get 150 characters to explain your activities and accomplishments - use strong & powerful words!
- ☐ **Timing of Activities:** The school year is about 41 weeks and the summer is 11 weeks. Estimate the average hours per week and weeks per year for each activity.

Writing

- ☐ **Personal Essay:** Your essay must be at least 250 words, but no more than 650.
- ☐ **Disciplinary History:** Answer the questions honestly.
- ☐ [First-year essay prompts](#)

Courses & Grades

- ☐ **You only need to complete this section if it indicates that you have colleges requiring this.** This is where students self-report their courses and grades earned. Have your transcript or Genesis available to complete this section.

Additional Questions & Writing Supplements

- ☐ Click on “My Colleges” tab and view the required “Questions” and “Writing Supplements” (if any) for each of your colleges. The questions are specific to each college and only that college will be able to view your responses.
- ☐ Now you can begin submitting your application! When you submit your Common App, it goes to each school, one at a time. Therefore, you do not need to have every supplement for each college completed to submit, you submit to each college individually.

FERPA Release Authorization

In the “My Colleges” tab, look for the FERPA Release Authorization.

- ☐ Click on “release authorization”, read through the information, then check the box that you have read and understand the information.
- ☐ On the next screen, check the box indicating that our school has the authorization to release requested records to colleges.

- ☐ Next, it is highly recommended that you select “I waive my right to review...” indicating that you are waiving your right to review your letters of recommendation.
- ☐ Finally, check the last box indicating that you understand your waiver selection CANNOT BE CHANGED once it is made.
- ☐ Type your electronic signature and see that the date is entered.
- ☐ This should bring you back to the “My Colleges” tab and you should see “FERPA Release Authorization” with a green checkmark. This task should show as completed for each college in “My Colleges”.

In “Recommenders and FERPA”, under the “Counselor” and “Teacher” sections, you do not need to do anything. The Counseling Department uses Schoollinks to send all documents electronically to colleges. Only use the “**Other Recommender**” section if you have someone outside of Piscataway Magnet School writing a letter for you. Follow the prompts to enter the recommender’s email address. The recommender will be emailed instructions on how to upload their letter to your Common App colleges.

Please use the “Help Center” on the Common App website. Click [here](#) for CA schools.

Your Common App is complete when all sections in the left side menu have a green checkmark. You can edit your Common App at any time until you submit it. If you make changes after a submission, the college will not see those changes.

Common App Additional Resources:

- ☐ [Common App Ready](#)
- ☐ [College readiness resources for families](#)
- ☐ [Application guide for first-year students](#)