

FOR STUDENTS APPLYING TO THE UNIVERSITY OF MICHIGAN AND OTHER COLLEGES THAT USE THE COMMON APPLICATION...PLEASE READ!

Common Application and Parchment

STUDENT TASKS:

Create an account at www.commonapp.org, and write down your Common App ID in a secure location. You will need this ID number to make sure your transcript gets to the right place.

Use the My Colleges section of the Common App Online to assign and invite your counselor to be a recommender. **Make sure you type in your counselor's name and email address correctly**. Doing this will trigger an e-mail message to your counselor providing instructions on how to submit school forms on-line.

Log in to your Parchment account at www.parchment.com. Next, in the search box, type "Common Application" and search. Common Application will come up on a list, select it and continue. On the next screen, you will enter your Common App ID #.

Verify that the information is correct: your name and your counselor's name. It will even list the colleges that you have selected on your Common Application!

Click the Save and Continue button to move on (or Save & Add Another for additional destinations.)

Once you have logged into Parchment and requested your transcript be sent to the Common Application, our Counseling Office staff will take care of processing it and getting it submitted along with the Counselor recommendation. Please remember that the colleges DO NOT get anything from the high school until you have actually submitted your application! **Another important note:** You will need to log back into Parchment and request your **mid-year** and **final** transcripts to be sent to Common App as well, so be sure to put a reminder on your calendar to not forget this important step. Your transcripts will not be sent until you complete this step.

If you have any questions, please contact Mrs. King at TKing@portageps.org.