

Instructions for Applying to Colleges using

THE COMMON APPLICATION

P.K. Yonge DRS is required to follow UF's privacy provisions. Under this provision, student records cannot be submitted through any unauthorized website, including The Common Application.

The Common Application will require you to include your School Counselor as a recommender. When you provide Mrs. Larimer's email address (klarimer@pky.ufl.edu), the website will alert you that she has "opted out" of the online service.

Please follow the directions below carefully if you plan to apply to any schools using The Common Application.

STEP 1: Assign your school counselor as a recommender

▼ Duke University 1/2/2014

Fall 2014 , RD

STEP 1

- **Application**
 - Common Application Ready
 - Member Questions Ready
 - Assign Recommenders Ready

- **Writing Supplement** Ready

Submit

STEP 2: Download the Forms

Assign Recommenders ✓

Preview and Submission - Common App

Writing Supplement

Preview and Submission - Writing Supplement

Rice University

Stanford University

Vanderbilt University

✓ **Counselor**

Your counselor has opted to submit paper school forms instead of completing forms online. For any counselor evaluation form shown below, you will need to print and provide it to your counselor so that it can be completed on paper and mailed to each college to which you apply.

Kathleen Larimer
School Counselor Invited: 10/24/2013

Fee Waiver	⚠ offline form
School Report	⚠ offline form
Optional Report	⚠ offline form
Mid Year Report	⚠ offline form
Final Report	⚠ offline form

STEP 2

STEP 3: Email the following to your school counselor

- Include in the email:
 - **The School Report** document
 - **The Fee Waiver** document (if applicable to you)
 - Which schools you have applied to using The Common Application
 - Any deadlines
 - The addresses to each school (these can be found on The Common Application's website)

STEP 4:

Mid-year Report: After first semester grades are posted, email your school counselor a reminder to mail your mid-year reports to the schools.

- Include the mid-year report document as well as
 - Which schools you have applied to using The Common Application
 - Any deadlines
 - The addresses to each school (these can be found on The Common Application's website)

STEP 5:

Final Report: After final grades have posted, email your school counselor a reminder to mail out your final reports to the schools that you have been accepted to or who require a final report.

- Include the final report document as well as
 - The schools you have applied to using The Common Application
 - Any deadlines
 - The addresses to each school (these can be found on The Common Application's website)