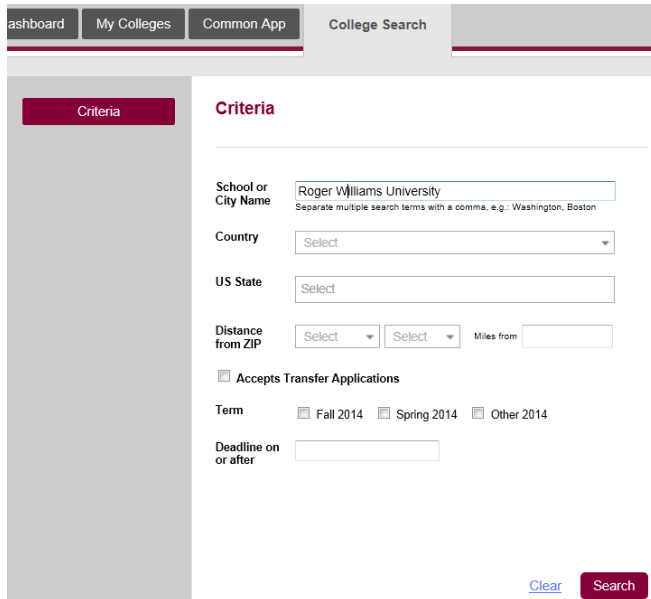


# Common Application– Cheat Sheet...5 Easy Steps!

## Step 1: Add Roger Williams University

After you create an account, add Roger Williams University to your My Colleges Section by using the College Search tab.



ashboard My Colleges Common App College Search

Criteria

**Criteria**

School or City Name   
Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

US State

Distance from ZIP   Miles from

Accepts Transfer Applications

Term  Fall 2014  Spring 2014  Other 2014

Deadline on or after

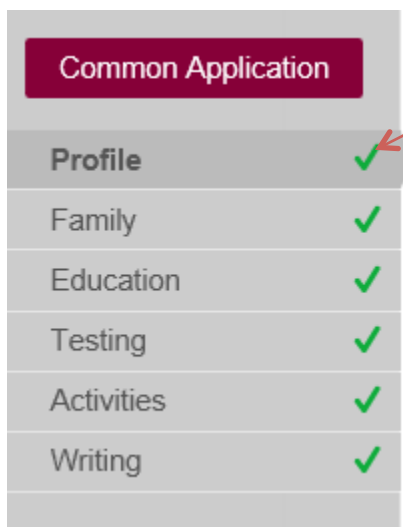
[Clear](#)

<https://www.commonapp.org/Login>

This website is best accessed in Firefox, Chrome or IE 9 or above. Older versions of Internet explorer may not provide all current features

## Step 2: Complete the Common Application Section

Complete all 6 sections of the Common App, once complete a Green Check mark will appear to the right of each section!



Common Application

Profile ✓

Family ✓

Education ✓

Testing ✓

Activities ✓

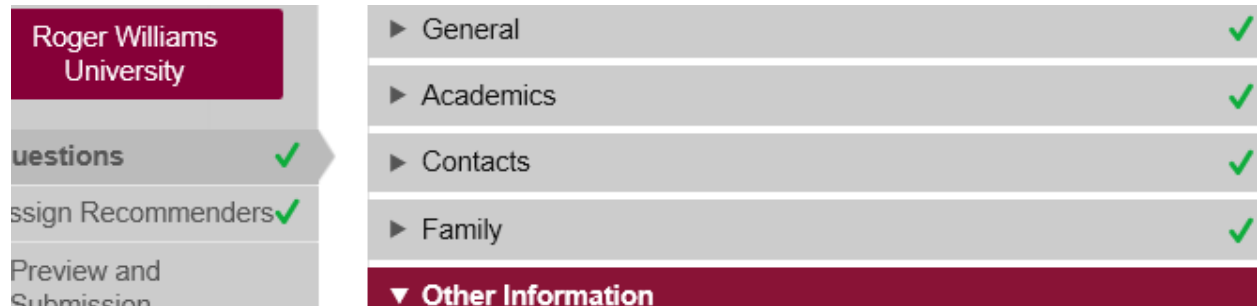
Writing ✓

### Essay Tips!

- New for 2013! All applicants are simply required to cut and paste their essay into a text box.
- Common App will not allow you to enter more than 650 words or fewer than 250 words. Once you paste, click the tab key for a word count below the text box.
- There is no need to stress that your once indented paragraphs are now showing up a little differently in the print preview, all institutions are aware of this.

## Step 3: Member Questions

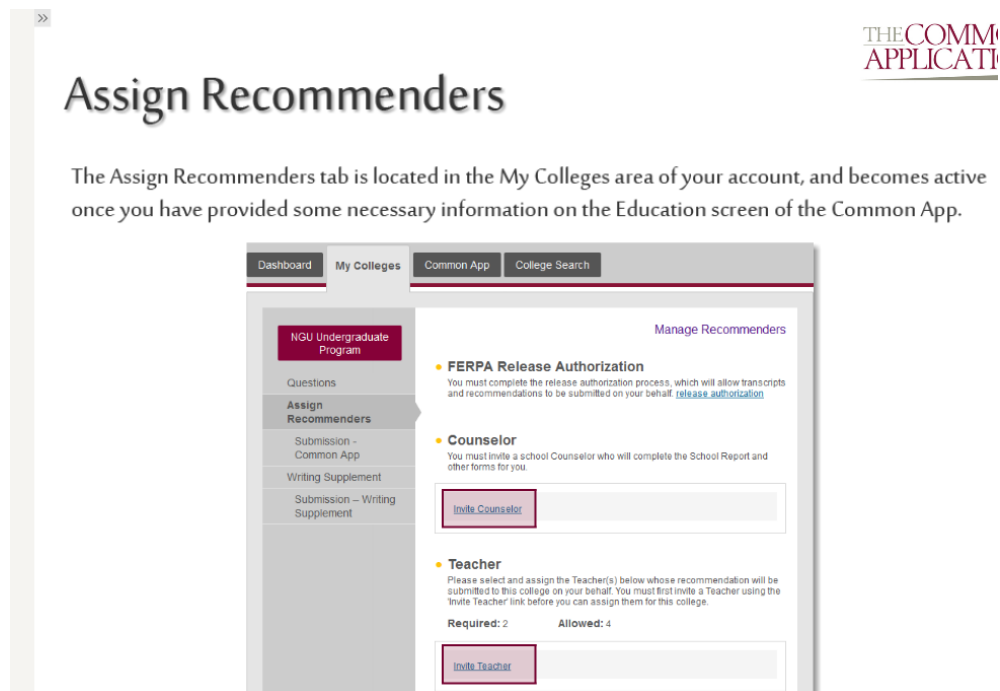
Next, you will need to answer the member questions, a green check will appear when you have completed all RWU specific questions.



The screenshot shows a navigation menu on the left with the following items: "Roger Williams University", "Questions" (with a green checkmark), "Assign Recommenders" (with a green checkmark), and "Preview and Submission". To the right is a list of question categories, each with a right-pointing arrow and a green checkmark: "General", "Academics", "Contacts", and "Family". At the bottom of this list is a red bar with a white downward-pointing arrow and the text "Other Information".

## Step 4: Assign Recommenders and Ferpa Release

Complete the FERPA Release Authorization and assign required recommenders (found on the “My Colleges” tab). RWU Requires one counselor, and one Teacher Recommendation. You may invite one additional Teacher to submit a recommendation.

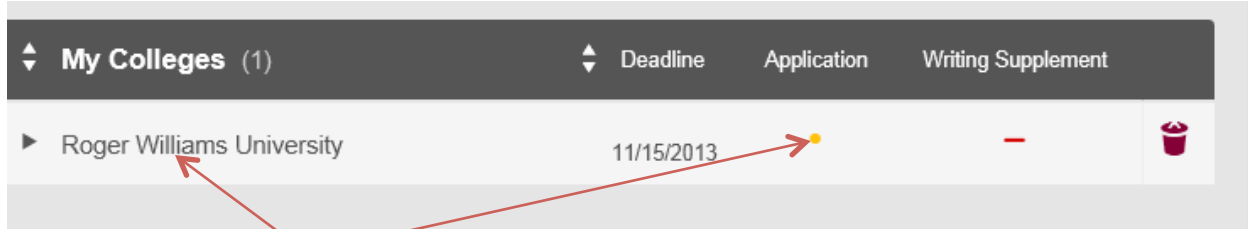


The screenshot shows the "Assign Recommenders" page. At the top right is the logo "THE COMMON APPLICATIONS". The page title is "Assign Recommenders". Below the title is a paragraph: "The Assign Recommenders tab is located in the My Colleges area of your account, and becomes active once you have provided some necessary information on the Education screen of the Common App." Below this is a navigation bar with tabs: "Dashboard", "My Colleges", "Common App", and "College Search". The "My Colleges" tab is active. On the left is a sidebar with a menu: "NGU Undergraduate Program", "Questions", "Assign Recommenders" (highlighted), "Submission - Common App", "Writing Supplement", and "Submission - Writing Supplement". The main content area is titled "Manage Recommenders" and contains the following sections:

- FERPA Release Authorization**  
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf. [release authorization](#)
- Counselor**  
You must invite a school Counselor who will complete the School Report and other forms for you.
- Teacher**  
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.  
Required: 2      Allowed: 4

## Step 5: Time to Submit?!

Progress Indicators within the dashboard provide a quick glance at Submission and Completion status. If all are marked 'ready' it is time to submit!



- Yellow Orbs indicate that the app has not been submitted yet!
- After clicking on Roger Williams University the completion status indicators inform you of your progress

- Application
  - Common Application [Ready](#)
  - Member Questions [Ready](#)
  - Assign Recommenders [Ready](#)

THE COMMON  
APPLICATION

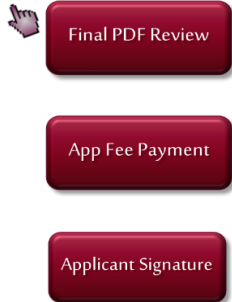
## Submission Process

Application submission can only occur once the Common Application, College-Specific Questions, and Recommender Assignments are complete.

A screenshot of the application dashboard for 'NGU Undergraduate Program'. The 'Application' section shows 'Common Application', 'Member Questions', and 'Assign Recommenders', all with 'Ready' status indicators. A callout box points to these 'Ready' indicators, stating: 'These "Ready" status indicators mean that your Application can be submitted.' Another callout box points to the yellow orb next to the date '11/15/2013', stating: 'The yellow orbs will turn green upon submission of the Application'. The 'Deadline' column shows a red minus sign, and the 'Writing Supplement' column shows a trash can icon. A red line is drawn at the bottom left of the page.

Please be sure to complete all 3 steps of the submission process.

## Submission Process Steps



**Tip:** The submission process will not be complete until your signature has been submitted.

Once you click submit, common app will generate a PDF of your application, Please review for accuracy and make corrections as needed.

The screenshot shows the 'Application Submission' page. At the top, there is a progress bar with three steps: '1 Final Review', '2 Payment', and '3 Signature'. The 'Final Review' step is currently active. Below the progress bar, there is a text box that reads: 'Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to Roger Williams University. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.' Below this text box, there is a checkbox with the text: 'I have reviewed the PDF copy of my application and wish to proceed with my submission.'

Next complete the payment information screen, click submit to get to the signature page. Once there make sure to sign, then click the final submit button, and you are done!

The screenshot shows the 'Application Submission' page at the 'Signature' step. The progress bar at the top shows '1 Final Review', '2 Payment', and '3 Signature', with '3 Signature' being the active step. Below the progress bar, the heading 'Signature' is followed by the instruction: 'Please affirm the following before you submit your application.' There are four checkboxes with text: 1) 'I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information.' 2) 'I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.' 3) 'I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.' 4) 'I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]' Below these checkboxes, there are input fields for 'Signature' and 'Date' (09/24/2013). At the bottom right, there are 'Back' and 'Submit' buttons.