The Common Application Instructions

Welcome to your Dashboard
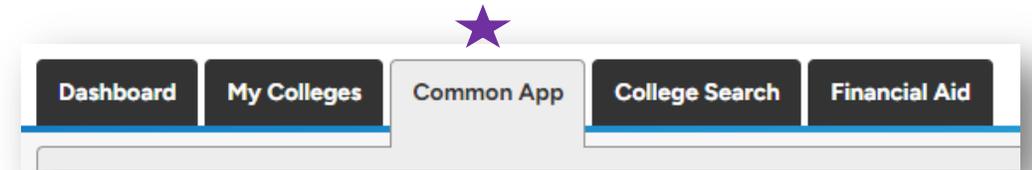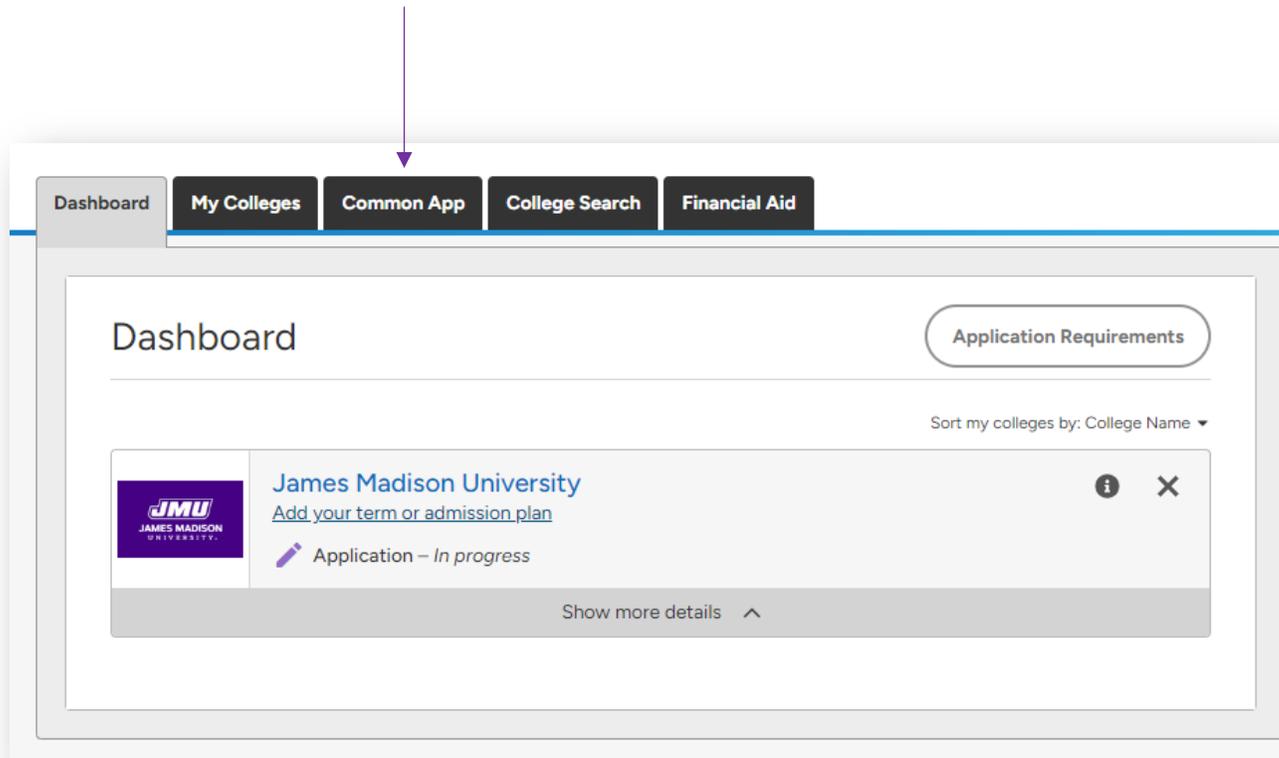
To get started, click the Common App tab found on the Home page with your dashboard.

Building Your Profile

You can view how this will look to universities at any time by pressing the preview button.

In this section you will be asked to provide:

- Biographical information
- Home Address
- Contact Details
- Demographic Information
- Language
- Geography and Nationality
- Fee Waiver Eligible

Family Information

In this section you will be asked to provide:

- Parent/Guardian Information
- Household Details (Parent and sibling details)

Education History

In this section you will be asked to provide:

- Current High School details and dates attended
- Other High School details if any
- College & University details if you have received course credit from anywhere
- Grade details (GPA, graduating class, etc.)
- Current class schedule details
- Any Honors/ Academic Achievements
- Any Academic Organization involvement
- Future Plans (when to start college, degree seeking, etc.)

Testing Information

In this section you will be asked to provide:

- Test Information – dates completed.
- Any standardized test scores you wish to report (SAT, ACT, AP, IB, etc.)
- Any future tests you plan to take and scores you plan to receive.

Activities

Activities

Athletics: JV/Varsity

9, 10, 11, 12   Football, Captain, DUKES
School
40 hr/wk, 40 wk/yr

Music: Instrumental

11, 12   Trumpet , Marching Royal Dukes
School
40 hr/wk, 40 wk/yr
Continue

In this section you will be asked to provide:

- Any extra-curricular activities outside of academics you wish to report.
- Activity details (Leadership, years involved, intention to continue in college, etc.)
- List activities based on importance to you.

Writing Portion

Common App

- Profile
- Family
- Education
- ✓ Testing
- Activities
- ★ **Writing**
- Courses & Grades
  0 college(s) require

Writing   (Preview)

Personal Essay   ⌄

Some colleges require submission of the personal essay with your Common App. You may submit a personal essay to any college, even if it is not required by that college. If not required by a college, you will be given the option during submission to include your essay or not for that college.*

☐ I understand

Here is the current list of colleges on your Dashboard and whether they require the Personal Essay.

Required	Not Required

The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. What do you want the readers of your application to know about you apart from courses, grades, and test scores? Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so. (The application won't accept a response shorter than 250 words.)

○ Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

○ The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced

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Writing

Personal essay

Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.

Let me tell you about the most impactful moment of my life....

While I am thinking about that, Here is an example of what it looks like when you have a written portion filled out in the text box, ideally with more substance than what I am providing.

Some universities require a written statement/essay. In this section you will find:

- Universities in your dashboard and who requires a written portion.
- Essay Topics
- Word limits and guidelines
- A text box for your essay
- An *Additional Information* section if you want to share anything that was disrupted from COVID-19, natural disasters, and/or deep impacts.

Courses and Grades

In this section you may or may not have action required, depending on what schools you have selected to apply to:

- You can see the college/university details of each school by selecting "Go to My Colleges".
- By selecting the tabs of the selected school, you will be given all the details, deadlines and contact information.

JMU Application

The College Information tab will have all the details and requirements of the University.

You can also find helpful links, deadlines as well as some notes that the University has provided about their application review.

Questions Tab

In this section, you can use the application provided by JMU. In the questions section, you can expect to see:

- General Questions- Start Term, Fee Waiver, Housing details, Discipline Record, Personal Info/Identity, Activities, and Honors College interest.
- MyMadison
- Military Information - GI Benefits, ROTC
- Major Declaration
- Family Alumni
- Residency - Student, Parent
- Adding Recommenders
- Submission
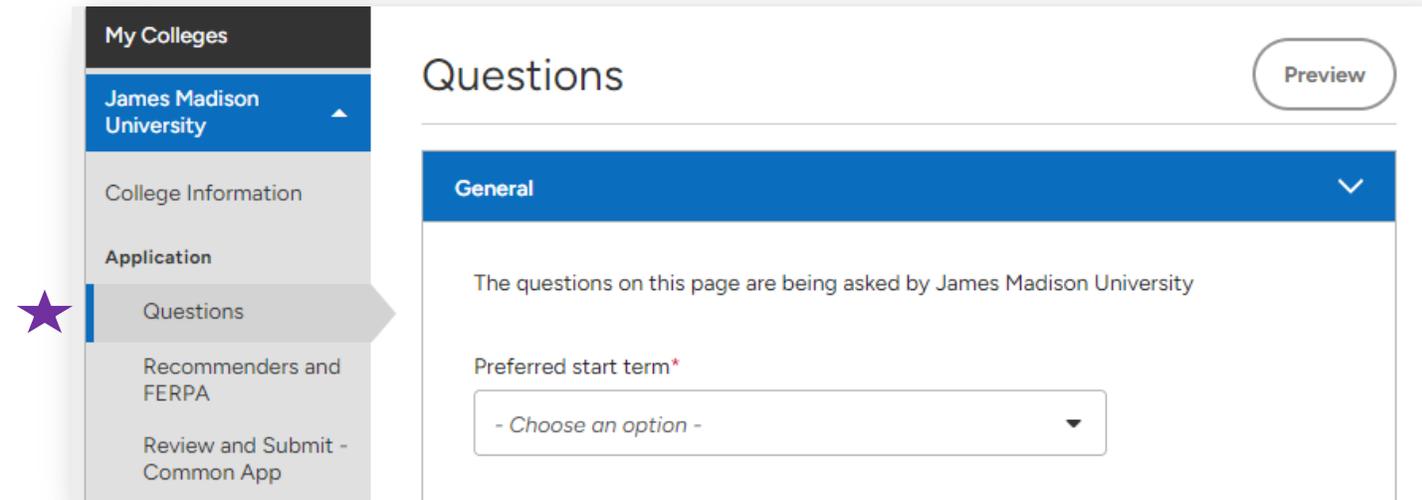
Recommenders and FERPA

In this tab, you can:

- If you wish to submit Letters of Recommendation from teachers, advisors, counselors, coaches, etc.
- You will be asked to sign a FERPA release agreement in this step.
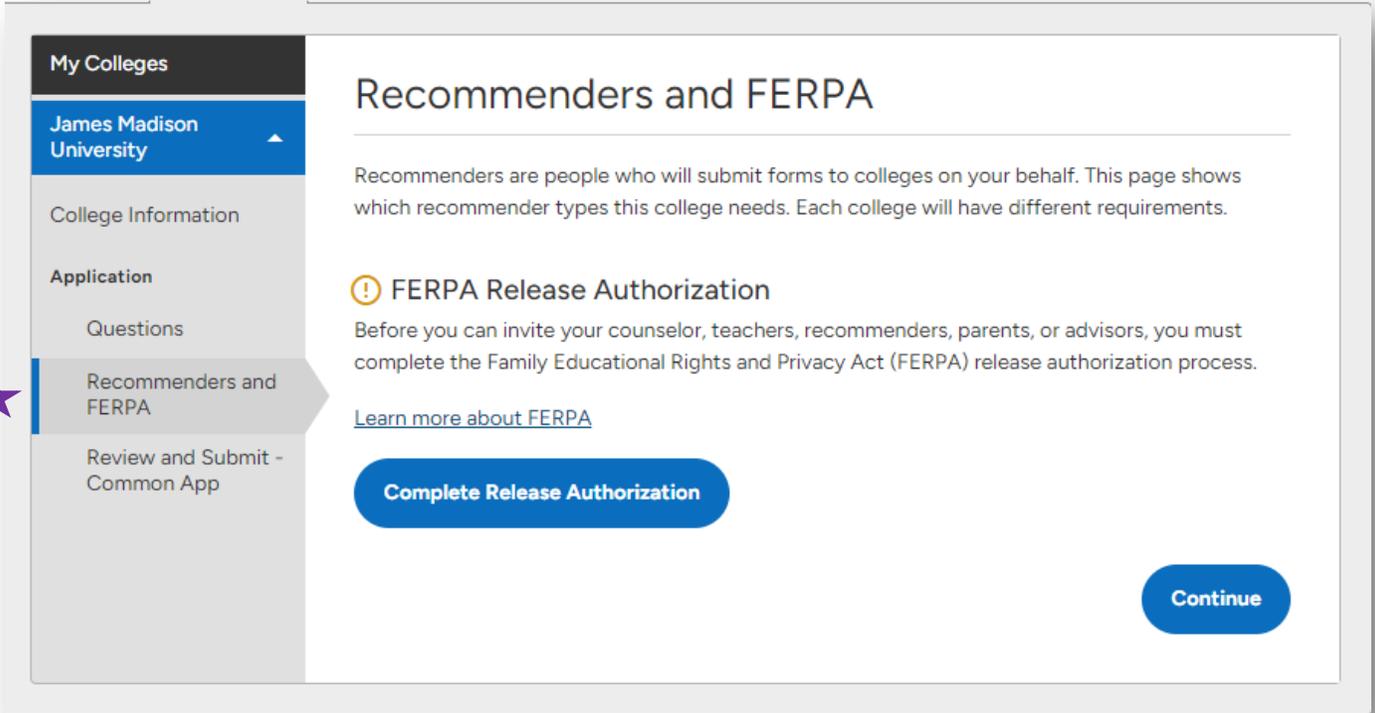
Review and Submit Common App

Once you have completed all the steps and tabs, you will be able to submit your application through Common App.

If there is anything missing from any section you had previously visited or perhaps overlooked, this is where you will be prompted with links to return and complete those areas.

My Colleges

James Madison University ▲

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

Application Submission

⚠ You cannot submit an application to James Madison University because you have a practice account. In case you wish to be considered for admission, contact our Applicant Solutions Center to convert your account.

In order to begin the submission process, you must complete the following items:

- Profile section of the Common App
- Family section of the Common App
- Education section of the Common App
- Activities section of the Common App
- Writing section of the Common App
- James Madison University Questions
- Recommenders and FERPA

Once all required components are completed, you will see the option to Review and Submit your application on this screen.