

Common Application for Students

1. Initially, you are required to create an account at www.commonapp.org and record your Common Application ID. It is important to maintain this information for use later. This will insure your transcript is delivered to the correct destination.
2. Utilize the School Forms section of the Common App Online to invite your counselor to be a recommender. This will trigger an email message to the counselor, providing instructions on submitting school forms online. Confirm with the counselor of an intention to submit school forms online.
3. Log into your Docufide account and click on the Common Application tab.
4. Enter your Common Application ID #.
5. Verify that the information is correct: your name and your counselor's name.
6. If the counselor has accepted the invitation, plans to submit school forms online, AND has started your School Form, it will now be possible to request to send the transcript to the Common Application.
7. Click the Save & Continue button to move on (or Save & Add Another for additional destinations).
8. Your transcript will be sent directly to the Common Application Online system to be matched by the counselor with your school forms and submitted on your behalf.
9. Upon submission of your transcript to the Common Application, it is ready for submission to ALL of your Common Application colleges. You do not need to submit one for each college.
10. Next Grading Period requests cannot be made in advance of grade availability. Once grades become available students can request midyear transcripts.

Common Application for Counselors

1. Login to Docufide and turn on the Common Application integration feature. (Manage Sender Preferences > Common Application). This is completed by the person at your school that is assigned the Primary Sender role.
2. The student will have created an account at www.commonapp.org.
3. The student will have invited the counselor to submit school forms online. Each counselor will receive an email message providing instructions on how to submit school forms online. Counselors should confirm with their students their intent to submit school forms online.

Please Note: Counselors will receive email notification once they are identified by a student as his/her counselor.

4. Counselors will log into Common Application opening the Secondary School Report (SSR; school form, mid-year report or final report) for each student. Until the counselor "opens" the SSR, Docufide cannot match the student to the counselor. Counselors can initiate student SSR's and save their work.
5. Counselors may see a button designating the upload of student transcripts through the Common Application. If the school is using the Docufide integration with Common Application, please use Docufide to upload the transcript. "Ignore" this step to upload through Common Application.
6. The student will then will log into Docufide and submit a request for a transcript to be sent to the Common Application. Submitting one transcript to the Common Application will enable all Common Application institutions accessibility to the transcript (for each college the student has applied using the online Common Application at www.commonapp.org).
7. The Primary Sender or Back Up Sender at the school (the person responsible for Approving Transcripts) will be required to log into Docufide for approval of student's transcript requests.
8. The Primary Sender or Back Up Sender will subsequently log into the school's student information system to upload student transcripts to Docufide. Docufide will deliver transcripts to the Common Application. Upon receipt of the transcript, Common Application will attach it to the saved SSR.
9. Counselors will be required log into Common Application for completion and submission of the student's SSR. Additionally, counselors will have ability to view student's uploaded transcripts.

The submission of student SSR's will result in SSR and transcript availability to all member colleges receiving student applications.