Common App Follow-Up Checklist

Follow these steps to make sure your Common App requirements are complete and submitted.

☐ **Check the Recommenders and FERPA tabs frequently for each school**

This will let you know when your transcripts and letters of recommendation have been submitted and downloaded. If you see "submitted," that means your counselor has sent the report. When you see "downloaded" that means the college has downloaded it into its system.

☐ **Check the Review and Submit tab**

Check the Review and Submit tab to determine whether the application has been submitted successfully. You should see a date and time stamp, the application type (e.g., first year, early action), and the entering semester (e.g., fall 2019).

☐ **Make sure you submitted your writing supplement (if applicable)**

When everything is submitted, your dashboard will show green checkmarks in places where there were yellow dots.

☐ **Follow up after submission for all colleges**

After you submit your applications, many schools will send you an email to acknowledge receipt of your application and provide instructions to establish a personal account on the school's portal.

When you log in to the individual school sites, you will be able to see what has been completed and received.

If you know that you have done everything correctly but still find something missing, call the school in question and wait for them to confirm that they have everything. Remember, it takes time to process all the pieces of the application.

☐ **Check your email daily**

Many schools will send you a follow-up email to confirm that they have received everything or notify you that something is missing. It is incumbent upon you to check your email daily to make sure that your colleges have received everything.

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