

# **Common Application Recommendations & Transcripts**

## **How do I submit recommendations online?**

First, ask your teacher/counselor if he/she would be willing to recommend you. Then, enter title, first name, last name and e-mail address of the person who will be providing the reference in the "School Forms" area of the Common App. The person will be contacted by e-mail with the instructions on how to submit the recommendation.

## **Where do I enter who is going to do my recommendation?**

Click on "School Forms" and then on "Invite Official" to get to the appropriate screen.

## **Can they submit my recommendation before I finish my application?**

Yes, but the colleges won't be able to read the recommendations until you submit your application.

## **What if my teacher doesn't want to do the recommendation online?**

You will need to return to the Common Application website to print paper forms for each individual school for him/her to mail. Please provide pre-addressed envelopes with sufficient postage. (The teacher can choose, at the beginning of the academic year, to do recommendations online **OR** offline, but must use the same method for all students for the entire academic year.)

## **How do I submit my transcript?**

Your current College/Career Advisor will submit your transcript electronically along with your recommendation.

## **How do I submit my transcript if I want my former counselor to do my recommendation?**

You must use the paper request form and follow the instructions for requesting your transcript from the registrar.