commonapp ready

TIPS FOR COMPLETING RECOMMENDER FORMS

This guide provides tips for completing recommendations within the Common Application Recommender system. Counselors at schools using Naviance eDocs should refer to Naviance tools and support.

Letters of recommendation play a critical role in the admission process at many institutions. They provide colleges with a firsthand account of a student's strengths and offer unique insight regarding a student's potential for success.

Use the tips below to help guide you as you complete your recommendations within the Common App system.

Letters of recommendation provide an outside perspective and add important commentary to complement the grades, standardized test scores and additional information found in a student's application. While a counselor letter typically depicts a more well-rounded perspective of the student, teacher recommendations provide added value to the grades found on the transcript. Both help us look past the numbers and learn more about who the student is.
Cooper Union for the Advancement of Science and Art

THE COMMON APP RECOMMENDER SYSTEM

- **Completing Your Profile:** Your Profile is the first step towards completing your forms. In order to submit your recommendation forms you need to complete your Profile. The submit button will not be active until the Profile is complete.
- **Search for Students:** Use the "Search for Students" feature to quickly locate a student on your Students list. This will help cut down on time spent scrolling through your list.
- **The Student List:** A student will not appear in your Student list until they have both invited and assigned you to at least one school.
- **Forms Follow Applications:** Submitted recommendations do not become available to a college until after the applicant submits a Common Application to that college.
- **One-and-Done Process:** When you submit a recommendation it will be sent to all the schools to which your student has assigned you. Therefore it's best not to tailor your recommendation letter to a specific college.
- **Reviewing Forms:** it is your responsibility to review your form prior to submitting it to ensure all information is entered correctly. Once submitted, a form cannot be unsubmitted or modified.

If you have any questions, please visit our Solutions Center at recsupport.commonapp.org or email us at sfsupport@commonapp.net.