The Common Application and Naviance

No Fear!
The Common Application is a standardized admission application that can be used to apply to more than 500 Common App member colleges and universities.

The Common App provides students with a better opportunity to describe ways in which their academic goals are aligned with those of OU. Applications are evaluated holistically.

OU and the Common Application
Union is now classified as an E-Doc school because transcripts, letters of recommendations, and the school profile can be electronically transmitted to colleges, universities, and the NCAA using Naviance.

What is an E-Doc School?
All students will complete a Release Authorization and make their selection re: FERPA options on the Common App Online.

Students must complete the release and the CA waiver before inviting an outside recommender, or before submitting their application to a CA member college.

**Common App FERPA Waiver for Union Students applying to OU.**
What is the Common App. Waiver?

- **FERPA Release Authorization**
  You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs. [release authorization](https://commonapp.org)

- **Counselor**
  Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

  Offline Forms
  - School Report
  - Optional Report
  - Mid Year Report
  - Final Report

- **Teacher**
  Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

  **Required:** 2  
  **Allowed:** 4  
  [Offline Teacher Evaluation](https://commonapp.org)
Release Authorization

The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review letters of recommendation and accompanying forms after you enroll at a postsecondary institution and only if that institution saves the documents post-enrollment. In a moment, you’ll be asked if you wish to waive this right.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard letters submitted on your behalf. Remember, even if you retain your right of access, you still won’t be able to view any recommendations until after you have been admitted to and enrolled in a college. In other words, FERPA does not give you the right to inspect recommendations before they are sent to your colleges.

After you make your selection, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your response to the waiver question. To ensure that you fully understand the implications of your selection, we urge you not to answer the waiver question until you have consulted with your guidance counselor or another school official.

☐ I have fully read the FERPA Release Authorization explanation above.
The image contains a section titled "Release Authorization." It includes a checkbox and text that reads:

- I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

The text is part of a larger form or document, likely related to FERPA (Family Educational Rights and Privacy Act) documentation. The red text at the bottom reads "FERPA Agreement."
Release Authorization

1. Instructions

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

Please select one:
- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I understand that my decision pertains to all colleges to which I apply and that my selections on this page cannot be changed once I invite a recommender.

Signature

Date 07/01/2013

FERPA AGREEMENT
Matching (the Connection between the Common App and Naviance) will occur on “Colleges I’m Applying to.”

Students will enter their email address and the Web service will send student info to the Common App. It will verify the student’s last and first names & DOB.

The web service will check the student’s Common App/FERPA status and pass this information back to Naviance.

Matching the Common App to Naviance.
Common App Account Matching - Incomplete
In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on Common App Online.
- Step 2 - Sign the CA FERPA Waiver & Authorization on Common App Online.

Common App Email Address:

[Input field] [Match]

⚠ Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

- Make sure you enter the email address that you chose for your Common App account.
- Make sure your last name matches on your Family Connection profile and your Common App account.
- Make sure your first name or date of birth matches on your Family Connection profile and your Common App account.
If account info is verified and CA Waiver/FERPA is complete:  
Student will be matched with their Common App account and linked to the counselor. Students cannot change FERPA selection after this.

If account info is not verified, or if student has not completed CA Waiver/FERPA:  
Student will be directed to the Common App online to complete the Waiver and FERPA.
In the “Colleges” tab, add The University of Oklahoma to the “Colleges I’m applying to” list.

--Request a transcript and pay for it, although be prepared for it to be marked “pending.” All of your documents (teacher rec., counselor rec., and transcript) will be sent at one time.
Personally ask the teacher (s) you want to write a recommendation for you before you add them in Naviance.

Then go to the “College” tab, and select “Colleges I Am Applying To.” Scroll down to “Recommendations” and select the teacher you want to add from the list.

Teachers have been given instructions for how to upload your recommendation.
Students will be considered for admission and academic-based scholarships based on test scores, class rank and a grade point average without submitting the supplemental scholarship short answer questions. However, students will not be considered for leadership, community involvement and academic degree specific scholarships until they have submitted the supplemental application.
In the supplemental scholarship section, you will be asked to answer two questions. You may also be asked a third major-specific question depending on the academic preferences you list in your Common Application.

While this supplement is optional, OU recommends you fill it out regardless. If you do not answer these questions, you will not be considered for OU leadership, community service and major-based scholarships. Answer all of these questions in 650 words or less.
1. The University of Oklahoma believes strongly in educating leaders of communities in Oklahoma, as well as across the country and the world. Please share your leadership experiences and why they are important to you.

2. The University of Oklahoma is home to a vibrant, diverse and compassionate University community. Our President, David L. Boren, refers to our strong community as “the OU Family”. Please describe your cultural and community service activities and why you chose to participate in them.
3. What is your career area of interest, and why do you have a desire to work in this particular field? 
(This third, academic-based question is asked by certain academic departments. Therefore, it may or may not appear in your scholarship section depending on the academic preferences you list in your application).
Begin your Common Application ASAP—have Oct. 31st as your goal for submission.

Complete the FERPA agreement on the Common Application.

Match your Common Application to Naviance.

Personally ask teachers for a recommendation.

Request teacher recommendation on Naviance.

In conclusion...