

HOW TO APPLY TO COLLEGE



1

CREATE A COMMONAPP ACCOUNT

www.commonapp.org - this is where you'll fill out college applications for many schools.

2

ADD AT LEAST ONE COLLEGE

Click on College Search, then click the + button to add the school to your application list.

3

ANSWER COLLEGE QUESTIONS

From the My Colleges tab, click on Questions under each college's name. Choose your start term & admissions plan.

4

SIGN FERPA RELEASE AUTHORIZATION

Under Questions, click on Recommenders and FERPA. You must sign the authorization for PMHS to send your info.

5

SIGN INTO XELLO THROUGH CLEVER

Complete the steps to connect your Xello account with your CommonApp account, found under College Planning.

6

REQUEST FORMS AND RECOMMENDATIONS

Use Xello to request transcripts and teacher recommendations from PMHS, use CommonApp for recommenders not at PMHS.

7

SUBMIT APPLICATION IN COMMONAPP

Use CommonApp to submit your college applications, use Xello to check on the status of your requested materials.