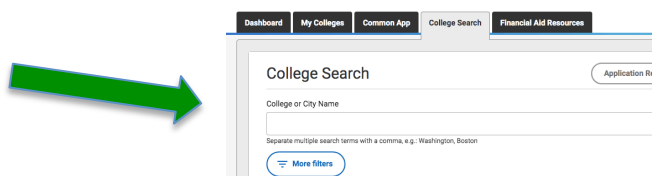


Completing the Common Application FERPA, Inviting Counselor & Naviance Match

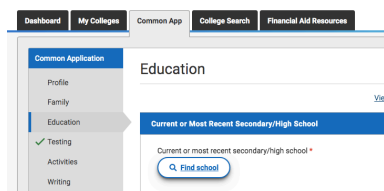
Step by step guide to completing three important parts of the application process

> **Complete the FERPA (Family Educational Rights and Privacy Act)** in the Common Application in order to send your application. Please follow these steps to do so:

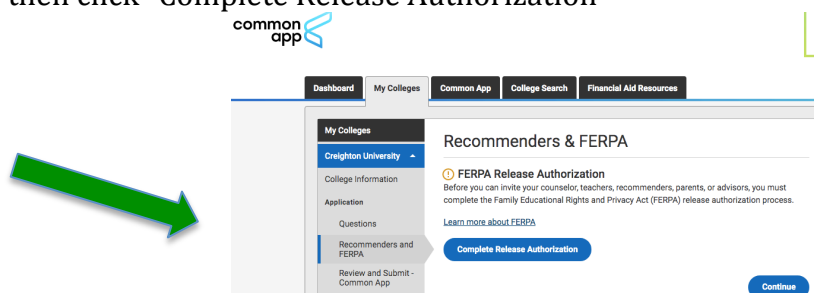
1. Log in or create a Common Application account at www.commonapp.org
2. Under the “College Search” tab enter the name of a college and add it to your list



3. Under the “Common App” tab enter Cretin-Derham Hall for your high school



4. Under the “My Colleges” tab click on the name of a college and then “Recommenders and FERPA” and then click “Complete Release Authorization”



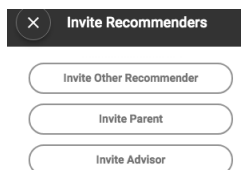
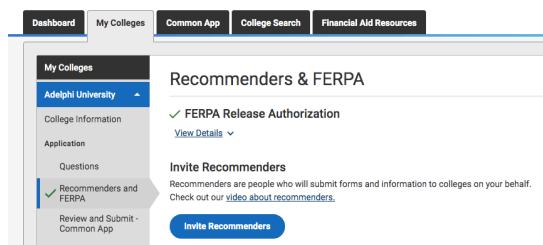
5. Check the necessary boxes and type your name as your electronic signature. NOTE: We advise you to waive your rights to review recommendations consistent with CDH policy.

A screenshot of the FERPA Form. It includes checkboxes for acknowledging FERPA release, waiving the right to review recommendations, and understanding the waiver. There are signature and date fields at the bottom. The form is titled 'FERPA Form' and has a 'Release Authorization' header.

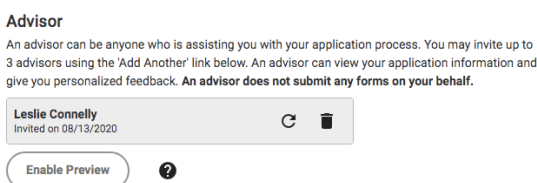
6. You only need to do this one time and it will apply to all of the colleges in your list.

> **Add your counselor to preview your application.** Your counselor will be able to preview your Common Application to gain a holistic view of your application. Please follow these steps to do so:

1. Under “Recommenders & FERPA” click “Invite Recommenders” and then click “Invite Advisor”

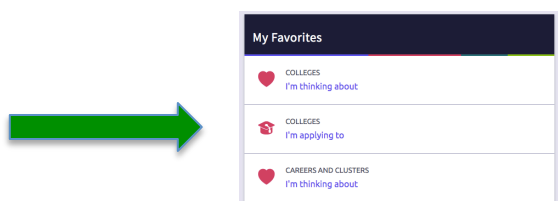


2. Enter the name and email of your counselor and then click “Invite”
3. Finally, click “Enable Preview”

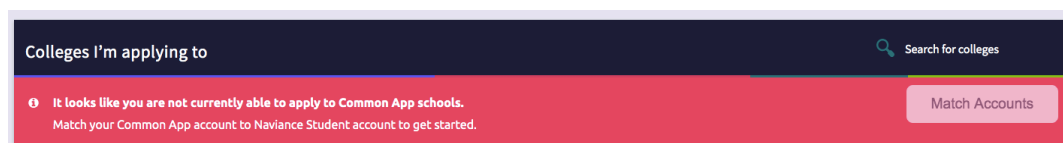


> **Naviance Match.** You must match your Common Application with your Naviance account in order for CDH to send your materials to your colleges. Please follow these steps to do so:

1. In your Naviance account go to “Colleges I’m Applying To”



2. In the red banner at the top, click “Match Accounts”



3. Enter the email address you used for your Common Application account
4. Confirm your birthday
5. Click “Match” and the banner will turn green
6. You are now done.