

FERPA and the Common Application

In order for you to send your Common Application (CA), you must first read and sign the FERPA agreement. The following will walk you through the steps for doing this.

- 1) Login to your Common Application account
- 2) Select the “My Colleges” tab at the top
- 3) Check the “Recommenders and FERPA box”



The screenshot shows the 'My Colleges' tab selected in the top navigation bar. The left sidebar lists 'The Ohio State University' and 'University of Notre Dame'. Under 'The Ohio State University', the 'Application' section shows '0 of 3 Completed' with three checkboxes: 'Questions', 'Recommenders and FERPA', and 'Review and Submit - Common App'. The 'Recommenders and FERPA' checkbox is highlighted with a red arrow. The main content area displays 'Contact Info', 'Application Deadlines' (Autumn 2018 and Spring 2018), and 'Application Information' (Application Fees and Standardized Test Policy). The right sidebar contains 'Instructions and Help' with sections for 'What timezone will display on my application submission?' and 'Where are the application requirements for a specific school listed?'.

Dashboard | **My Colleges** | **Common App** | **College Search** | **Financial Aid Resources**

The Ohio State University -

Application
(0 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

University of Notre Dame +

Contact Info

Phone: (614) 292-3980
Fax:
Email: askabuckeye@osu.edu
[View College Website](#) | [Virtual Tour](#)
[College Navigator \(Department of Education\)](#)

P.O. Box 182646
Columbus, OH 43218-2646
USA

Application Deadlines

Autumn 2018 (Begins in August)
First Year
Early Action - 11/01/2017
Rolling Admission - 02/01/2018

Spring 2018 (Begins in January)
First Year
Rolling Admission - 10/01/2017

Application Information

Application Fees :
First Year Domestic Fee- \$60
First Year International Fee- \$70

Standardized Test Policy:
[Always Required](#)

Instructions and Help →

What timezone will display on my application submission?
Submission for all applications is recorded in Eastern Time. That is the submission time visible to ...
[+]
[\[more\]](#) →

Where are the application requirements for a specific school listed?
Click on the name of the school in the My Colleges tab to view the requirements for that school. ... [+]
[\[more\]](#) →

Deadline Information
The application deadline is at

- 4) Select the “Release Authorization” box
- 5) **NOTE:** Since we are a Naviance school, do NOT check the box that reads “Invite and Manage Recommenders” on this screen!

- 6) Read the “Release Authorization,” check the box at the bottom, and hit “Continue.”

7) Read the second “Release Authorization” and check the box.

Release Authorization

1 ✓ Instructions > 2 Form

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. *

[Back](#) [Cancel](#) [Save](#)

If you see the "assign" button beside the name of your

8) Choose whether you wish to waive or not waive your rights to see “all supporting documents submitted by me or on my behalf.” NOTE: We recommend “Waive.”

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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 waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed after any recommendation or application submission.** *

Signature * Date * 09/08/2017

[Back](#) [Cancel](#) [Save](#)

9) Check the box that reads “I understand”

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Signature * Date * 09/08/2017

[Back](#) [Cancel](#) [Save](#)

10) Type your name into the Signature box (the date will self-populate)

11) Click on “Save”

12) Your FERPA agreement is now complete!