

Instructions for completing Common Application for IIE

Please have these instructions available during registration and submission of the Common Application for the Institute of International Education (IIE).

You should only complete the common application and send a confirmation e-mail to IIE. You should *not* submit the common application. *Once submitted, no changes can be made to it.* IIE will review your application and contact you if any additional information is required.

Once each section has been fully completed, a green check (✓) mark will appear next to the section heading. You can stop working and save at any point during the process and you will be able to return to your application. You do **not** need to fully complete a section in order to move forward. Be sure to print, complete, sign and scan the Signature Page supplement, which is on our website along with these instructions.

STEP 1:

A. If you have not previously registered with Common Application, you need to register and create your account by visiting: <https://www.commonapp.org/> and clicking on the link “Create an Account” on the Applicants starting page. Please make sure you are not using Internet Explorer since the system does not support the site.

** You must inform IIE if you intend to apply to additional schools independently. If so, we will send you separate instructions.

B. To create your Study America CA account, please do the following:

1. **The most important section of your registration is creating your login information.**
You will register using your e-mail address as your username.
Your **password** should be: StudyUSA!2014
2. After completing your login credentials, please continue to the registration information section.
3. In the name fields, you should be sure to include all names as they appear on your passport.
4. Please enter your contact and biographical information in the section below.
5. For “I am applying as a:”, please select “First-Year Student”
**If you have completed a year of university and would like to apply as a Transfer student, please inform IIE, and we will send you a separate set of instructions.
6. In the “I am a(n):” section, please select “Applicant planning to enroll within the next 12 months”.
7. Deselect the box that says you wish the colleges you are considering to communicate with you be e-mail prior to submission. Check the box saying that you are age 13 or older and agree to the license agreement.
8. Click on Create

You have now completed your Study America Common Application account. Once you are in the Common Application, please note the CAID number listed at the top right hand corner of the page. This is your common app ID number, which you will need later.

STEP 2:

Now that you have completed registration, click on the tab labeled “College Search”. Enter “Institute of International Education” into the school or city name section and click search at the bottom. You do

not need to complete the other fields. When IIE appears, click on the box and select “add”. This will add IIE to your “My Colleges” tab so that you can now complete the IIE Common Application.

STEP 3:

To continue, click on the “My Colleges” tab and complete the IIE application. On the left hand side you will see 5 tabs. Please note that you will not complete all of them at this time.

1. Click on “Questions”.
2. Under preferred start term, select “ “Fall 2014””,
3. Under preferred admission plan, select “Regular Decision”.
4. Select “Yes” for need-based financial aid, then click “Continue”.
5. Select “Study America” as your program.
6. For your preferred field of study, select the major you intend to study. If your field of study does not appear on the list, check to see if it’s listed under a slightly different name or if there is a very similar field available. If you cannot find anything related to your field of study, please select one of the “Other” options at the end of the list.
7. Enter 0 for your CPF and click “Continue”
8. Under the activities section, you can prioritize any extracurricular activities you wish to participate in while in the US, however you do not need to select any. Click “continue” when you are finished.

STEP 4:

Next, click on the “Common App” tab at the top of the screen. You will return to the IIE application later. On the left hand side of the page you will see 6 links. To begin, please click on the “Profile” tab.

A. Profile

1. Review the information entered under “Personal Information” to make sure that it is complete and accurate. Click continue.
2. Under “Address” please select the second option – “Send mail to a temporary or alternate address”. It will then prompt you to enter dates. Please enter today’s date under the “From date” and May 30th, 2014 for the “To date”. Then click “Add Address”. Enter the following address in as it appears below and the click Continue.
 - a. Country – United States of America
 - b. Address Line 1 – 809 United Nations Plaza
 - c. Address Line 2 – Institute of International Education
 - d. Address Line 3 – C/O Shahreen Rahman
 - e. City – New York
 - f. State – New York
 - g. Zip Code – 10017
3. Edit your email address to – studyamerica@iie.org
4. Choose “Home” for preferred phone and enter 212-984-5339.
5. Select “No other telephone”. Then click continue
6. Complete the “Demographics” and be sure to do so accurately. Click continue.
7. Complete all fields in “Geography” appropriately. Click continue.
8. Complete all fields in “Language” appropriately. Click continue.
9. Complete all fields in “Citizenship” appropriately. Click continue.
10. Select “yes” on the “Common App Fee Waiver” and type your full name, as it appears on your passport, in the Signature box.

B. Family tab

1. Complete all fields in “Household” appropriately. Click continue.

2. Complete all fields under the “Parent” and “Sibling” tabs as appropriate. Click continue.

Note: You do not need to include contact information for your family members.

If you need to add college information for anyone in your family, click “Find School” and search by the school name and/or country. If you cannot find the school, please select the “I do not see the college I am looking for on this list” option, and enter the information.

C. Education tab

1. Enter your school information. To do so, click “Find School” and search by your school and/or country. If you cannot find your school, please select the “I do not see the college I am looking for on this list” option, and enter the information.
2. Enter your Date of Entry (the month and year that you began attending that school)
3. Answer if you attended a boarding school appropriately.
4. The Counselor information is required to complete the application. We understand that you may not have a counselor at your school that is equivalent to the counselors at U.S. high schools. If you do not have an academic advisor assigned to you at your school, please use someone who is familiar with your academic performance and has access to your transcripts. You must complete **all** contact information for this person. Click continue.
5. List any other schools that you have attended, including any primary school.
6. Only complete “Education Interruption” if applicable to you.
7. For the “College & Universities” tab, please select 0 **even if you have attended university courses** and click continue. This will be explained later in the application process.
8. For “CBO” also select 0 and click continue.
9. Complete the “Grades” tab appropriately. Please check with your EducationUSA advisor or IIE if you have any questions regarding your GPA calculation.
10. Enter all of your courses under “Current Year Courses” tab.
11. Under “Honors” Please enter only **academic** awards or honors given to you by an accredited academic institution. Do **not** include awards for sports, clubs, or other extra-curricular activities, unless they are academically related.
12. Complete the “Future Plans” appropriately.

D. Testing Tab

1. Answer “yes” to self-reporting test scores
2. Select all tests that you have taken or plan to take. You **need** to include SAT and TOEFL iBT.
3. If you needed to complete a standardized test in order to graduate from one school to another (i.e. from primary to secondary school, or to graduate from secondary school), answer “yes”.
4. Complete the following subsequent tabs appropriately for each test.
Note: You may enter your highest test scores for each section. For example if you took the test twice but received a higher score for reading on test 1 and a higher score for math on test 2, you may include your high score for reading on test 1, indicate the date, and the high score for math on test 2, indicate the proper date. You may do the same for the TOEFL results.

E. Activities tab

1. Complete the following section as is appropriate for your extra-curricular activities. Do not include activities that you would **like** to participate in, only activities that you **have been** participating in over the course of our education.

2. Questions about hours per week and weeks per year may be approximate. They are asking for a general idea of your involvement in the activity.
3. You may include up to 10 activities but **do not** need to complete all 10, so please only choose three that are *most* important to you.

F. Personal Essay

This is very important to your application and will help set you apart from all the other applicants. Please take your time with this section and be as thorough as you can in your review. IIE will also review your essay and provide you with feedback, but it is important that you provide us with a final draft to work with. You may choose any one of the 5 essay prompts.

1. Once you have completed your essay please answer the questions in “Disciplinary History” honestly and accurately.
2. You may include a short paragraph expanding on one of your extra-curricular activities in the “Additional Information” section.

G. Once you have completed all sections in the application, please hit save. This will return you to your My Colleges Dashboard.

STEP 5:

Return to the “My Colleges” tab and select IIE. In this section, you have already completed the “Questions” tab. Please move on to the “Assign Recommenders” tab.

A. Assign Recommenders

1. Under the FERPA Release Authorization, please read through the statement explaining what FERPA is and confirm that you have read and understood the authorization. Click “continue”. Please authorize the release of records, waive your right to review recommendations, and state that you understand your waiver. Then please provide a digital signature by typing your full name as it appears on your passport and click “save”.
2. After completing the FERPA Release Authorization, you will need to list the teachers and school officials who will complete your recommendations. Select 2 teachers to complete instructor evaluations, and an official who is able to attest to your academic standing to complete your School Report. Make sure that you have received confirmation they are willing to write a recommendation before including their information. **Do not include their e-mail addresses in the system.** This should list your recommenders as “off-line”. You then need to download the Teacher Evaluation and School Report from IIE’s website to be completed and send to IIE along with your other supplemental documents. Teacher Evaluations should be completed **in addition** to an official letter of recommendation from the instructor.

B. Writing Supplement

Most of these questions are essay prompts, though we also ask for a few documents to be uploaded. You should read through the essay prompts carefully before beginning to write.

1. Please upload a copy of the biographical page of your passport in this section. If you currently do not have a valid passport, you must apply for one immediately.
2. Study Objectives: In an essay of no less than 250 words and no more than 500 words, write a clear and detailed description of your study objectives. Be specific about your field of study and your specialized interests within this field.
3. Perspectives in the U.S.: In an essay of no less than 250 words and no more than 500 words, explain the unique perspectives you hope to gain in the U.S. and how you intend to use these skills, knowledge and experience upon your return to your home country.

4. Research Topics: In a short essay of no more than 100 words, please discuss research topics you would like to pursue if given the opportunity while studying in the US.
5. Resume/CV: Please upload your most recent resume/CV in this section. Please make sure you have reviewed the guidelines provided to you in the Application Instructions before you upload the document.
6. Institutional preferences: Please complete the Institutional Preference form and upload it in this section. You do not need complete the form, but should do so if you feel strongly about the type of institution you would like to attend, or if you are interested in specific institutions.
7. Signature: Please print a copy of the Signature Page (found here [LINK](#)), complete, sign and upload a signed copy of the IIE Signature Page in this section. Your application will be considered incomplete without this signature page.

Reminder: Do not submit your application or writing supplement. IIE will review your application, discuss it with you, and let you know when it is time to official submit it.

STEP 7:

Once you have completed the Common Application and IIE Questions, please send an e-mail confirmation to IIE at studyamerica@iie.org. Please include the following information in your e-mail:

The subject line of the e-mail should be written: “Your Last Name_Your First Name _Country_CommonAppIDNumber”

The e-mail should include:

- Your name as it appears on your passport
- Common App ID Number
- Your major as you listed it in the Common Application
- The E-mail Address you used to register in the Common Application. Also, please note if you used a different password then the requested one.
- Confirmation that your instructor evaluations have been submitted. Please make sure to check with your recommenders that they have submitted these items on your behalf, either through Common Application or your EducationUSA advisor.

You should also attach to the e-mail a scan of the following documents:

1. Most recent transcripts from your high school - Please make sure that the transcript includes the name of the course(s), when it was taken and the grade(s) you received. The transcript should include official translations. Students CANNOT translate their transcripts on their own. These would be considered unofficial. The unofficial transcripts will not be accepted by universities in the United States. An official translation is one that is completed by a skilled translator who is able to provide an accurate and complete interpretation of the original transcript. IIE recommends that students ask their EducationUSA Advisors for certified translations. IIE will also accept official translations from the school.
2. Financial Aid application and supporting documents.
3. Official Test scores, if available.
4. Teacher Evaluation and Letters of Recommendation; School Report
5. The e-mail should state that you have completed the Common Application. If the required documents are not included, please include information about when the documents will be available.

IIE will review your application and contact you as necessary.