

Common App- Recommender Trouble Shooting

My counselor said I am not on her Common App list.

1. Check that you have entered the contact information correctly. Your counselor has no way of knowing if you have entered an incorrect email address.

2. You must enter your counselor's information under the *Common App* tab in the *Education* section **AND** under the *My Colleges* tab. Enter the contact information a second time by going to the *Recommenders and FERPA* section and clicking on *Invite and Manage Recommenders*.

Path: My Colleges--- Select College--- Recommenders and FERPA--- Complete FERPA Waiver once--- Invite and Manage Recommenders--- Enter Recommender Information


I invited my teacher as a recommender but they have not received the email from Common App.


1. Check that you have entered the contact information correctly.

2. After you have added a teacher to your "Recommender Invitations" list, you must assign them to each school individually.

I added an "Other Recommender" to my list but their name is not showing.

1. Click *Add Another* under Other Recommender. Use the drop down list to select the name. Click *Assign*.

 **Invite your counselor, teachers, and other recommenders as soon as you start your Common App. We can be working on your letters while you work on the rest of your application.**

 **After you have invited your counselor, teacher, or other recommender to submit a letter on your behalf, your next step is to confirm with him/her directly.**