



# An Introduction to the Common Application

for RU Sakura Scholars Applying to  
The American University – Ritsumeikan University Joint Degree Program  
BA in Global International Relations

Compiled in June 2017  
Last revised August 8, 2024  
by the School of International Service - Office of International Programs

Dear student,

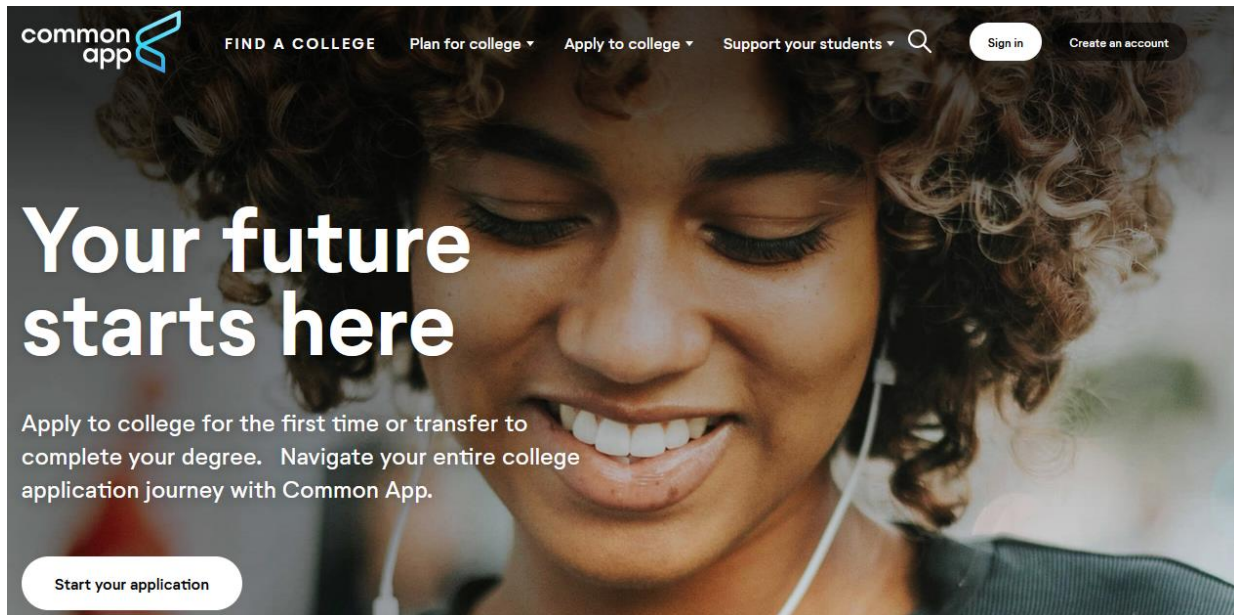
Thank you for applying to the joint degree between American University (AU) in Washington, DC and Ritsumeikan University in Kyoto, Japan! Congratulations on your admission to the program!

To create your student account in the AU system, you must complete the Common Application. This tool is used by many schools, so you will first fill out general questions and then questions for AU. This guide has been created by the SIS Office of International Programs at American University. It is intended to help you navigate the Common Application, particularly those areas related to your application to the joint degree program. Please read these sections and follow the instructions provided. If you have questions, please contact our office at [sisabroad@american.edu](mailto:sisabroad@american.edu). Please be aware that this guide may be subject to revision.

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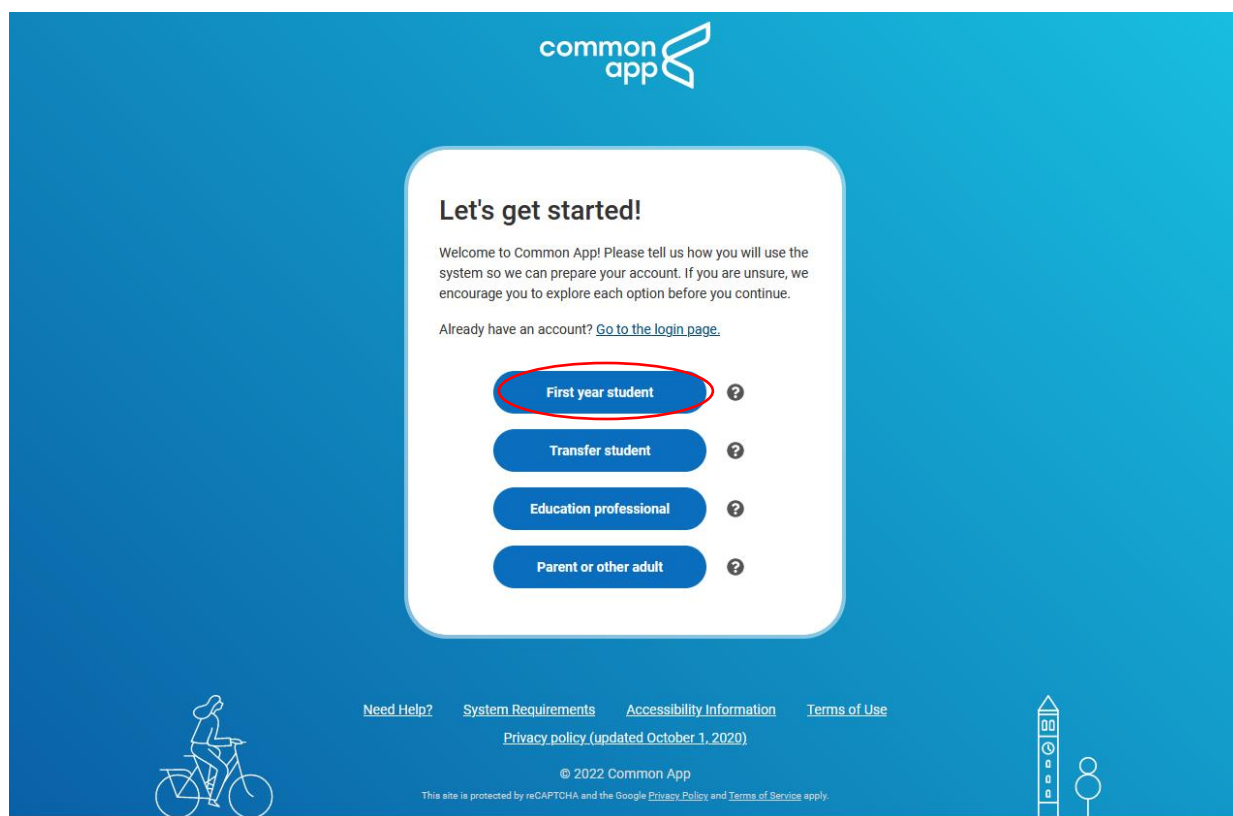
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## Creating an Account in the Common Application



The Common Application is located at [www.commonapp.org](https://www.commonapp.org)

To start an application, you will first need to create an account. Select the “Create an account” button from top right corner of the main page of the application.



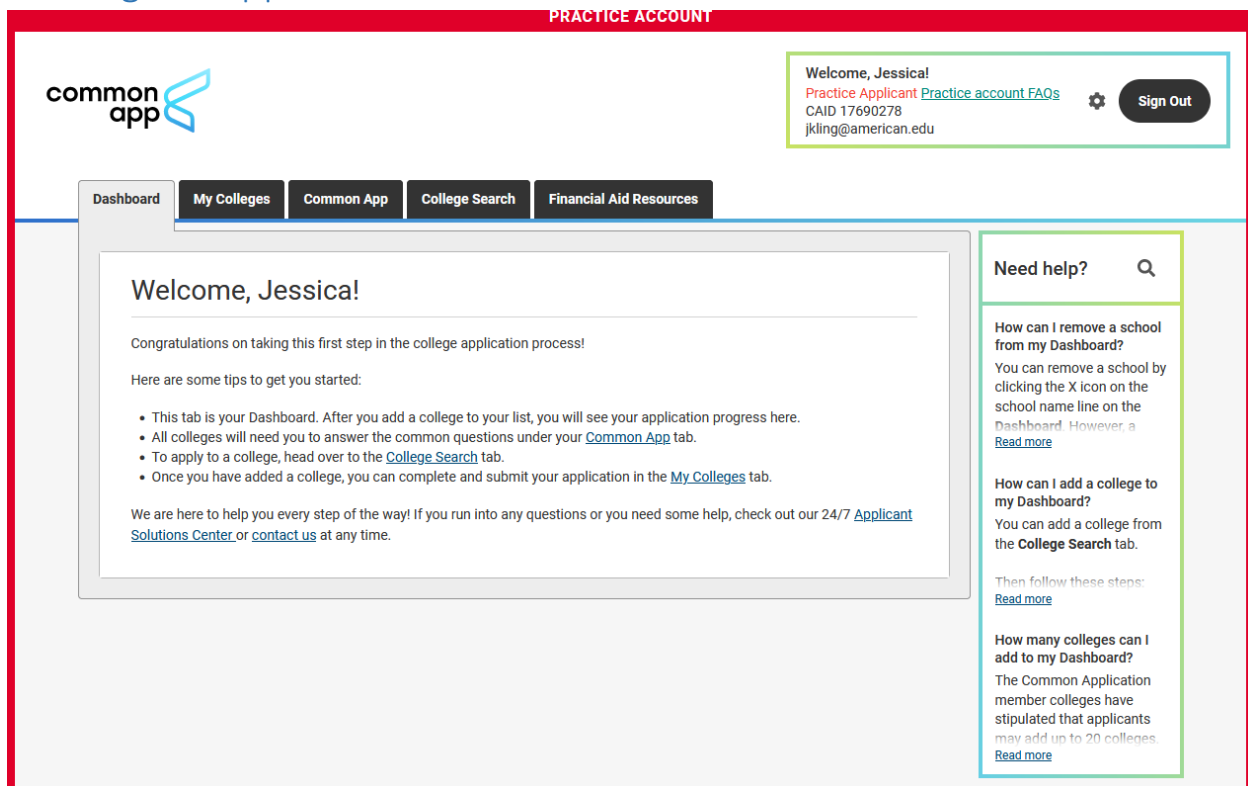
This will take you to the account creation page. Select 'First year student.'

On this page, you will need to enter the following information:

- Email address (make sure you use one that you check regularly)
- Create a password
- Legal first/given name (名前)
- Last/family/surname (苗字)
- Phone number including country code
- Date of birth in "Month Day, year" format
- Address
- Confirm that you are applying as a first-year student in the next academic year
- Agree to Terms of Use

Select the submit button. You now have a Common Application account!

## Starting the Application – the Dashboard



The Dashboard is the first page you will see each time you log in to the Common Application. On the right side of the page, you will see a column with Instructions and Help. This toolbar will appear on every page of the application.

You will see your first name and your Common Application ID Number (CAID) in the upper right corner of the page. The example shown above is a sample application, so your application will also say “student” instead of “practice applicant.”

At the top of the page, you will also see tabs for My Colleges, Common App, College Search, and Financial Aid Resources. We will go through each of these tabs and the information you need to provide with the Common Application. Please also note that you do not have to complete the entire application at once, you can save and return to any unfinished questions. You will need to complete all required questions to be able to submit the Common Application.

The My Colleges tab will be blank until you add the name of the college to which you are applying. In order to do that, first go to the College Search tab.

## Selecting the Application for American University

The screenshot shows the 'College Search' tab selected in the top navigation bar. The main content area has a search bar with 'american university' entered. Below the search bar, it says '9 results' and 'Sort by: College Name'. A list of results is shown, with 'American University' (Washington, DC - USA) highlighted. A tooltip with a plus sign and the text 'Add college' is visible over the first result. To the right, there is a 'Need help?' section with two links: 'How do I find colleges that are a good fit for me?' and 'How do I search for a college?'. The 'Need help?' section also includes a search icon and a 'Read more' link.

Go to the College Search tab. In the first line, enter “American University,” and check that the university is located in Washington, DC USA. Select the + sign to add AU to your College Search.

The screenshot shows the 'My Colleges' tab selected in the top navigation bar. The main content area has a heading 'My Colleges' and a sub-heading 'In this tab you will continue your application for each college and you will:'. Below this, there is a list of actions: 'Complete college-specific questions and supplements', 'Invite and manage recommenders', and 'Submit your application!'. A button labeled 'Add a college' is at the bottom right. To the right, there is a 'Need help?' section with a link: 'If you need assistance answering questions on any of the My Colleges pages, please contact the'. The 'Need help?' section also includes a search icon and a 'Read more' link.

Go to the My Colleges tab at the top of the page and confirm that American University appears in the My Colleges column on the left of the screen. If you click on American University, it will display Contact Information and deadlines. Again, make sure that the information listed is for American University in Washington DC.

## Starting the Common Application General Questions

The screenshot displays the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), College Search, and Financial Aid Resources. The main content area is titled 'Profile' and includes a 'Preview' button. On the left, a sidebar lists sections: Profile (selected), Family, Education, Testing, Activities, and Writing, each with a green checkmark. Below these is a note: 'Courses & Grades 0 college(s) require'. The 'Personal Information' section is expanded, showing fields for 'Legal first/given name\*' (filled with 'Jessica'), a question 'Would you like to share a different first name that you go by?' with 'Yes' and 'No' radio buttons and a 'Clear answer' button, a 'Middle name' field, and a 'Last/family/surname\*' field (filled with 'Klina'). On the right, a 'Need help?' section contains two paragraphs of text with links to 'Read more'.

At the top of the page, select the Common App tab. This will take you to the questions that all students must answer. Any question with a red asterisk (\*) is a required question. You will see that some questions are auto-filled with the information you provided when you created the account.

On the left of the page, you will see all the sections: Profile, Family, Education, Testing, Activities, and Writing. You must complete questions in all of these sections to be able to submit the Common App.

## Common App Questions: Profile

The screenshot displays the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), College Search, and Financial Aid Resources. On the left, a sidebar lists various sections: Common App, Profile (selected), Family, Education, Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The main content area is titled 'Profile' and features a 'Preview' button. Below this, the 'Personal Information' subsection is active, showing a form for 'Legal first/given name\*' with the text 'Jessica' entered. Below the name field is a question: 'Would you like to share a different first name that you go by?' with radio button options for 'Yes' and 'No' (selected). A 'Clear answer' button is at the bottom of the form. On the right side of the interface, there is a 'Need help?' section with a search icon and two FAQ entries: 'How can I correct my name on my account?' and 'I already submitted, can I change some of my answers?'. Both entries include links to 'Read more'.

Within the Profile section, you will be asked to answer questions about your Name and Date of Birth, Address, Contact Details, Demographics, Language, Geography and Nationality, and the Common App Fee Waiver.

Complete each subsection with your information and be sure to complete all questions with asterisks (\*). Below are helpful hints for sections that particularly relate to your application to the joint degree program.

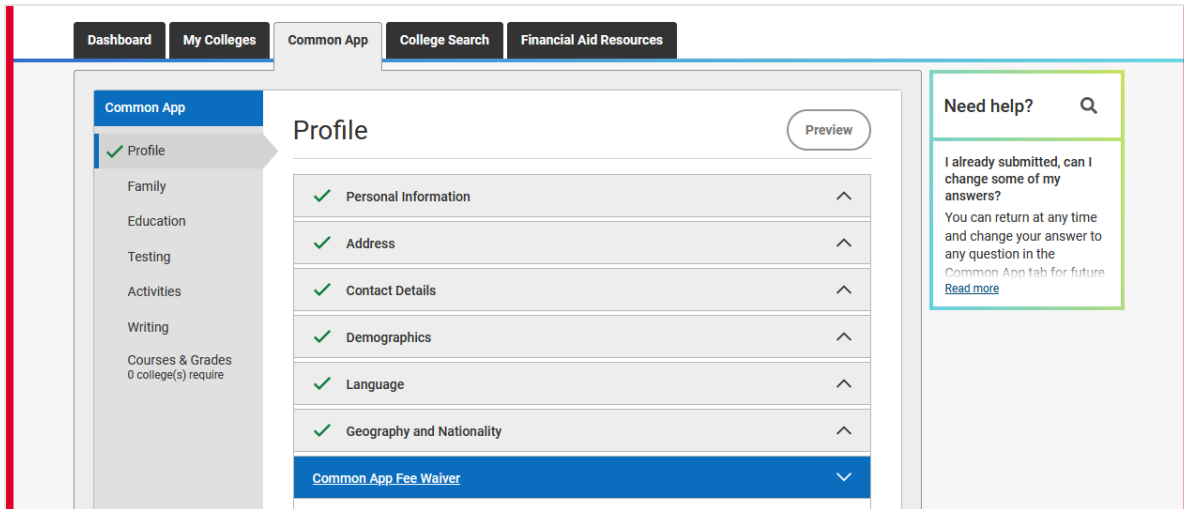
### Geography and Nationality: Citizenship Status and Visa

Please list your country and city of birth. Under 'Select your citizenship status' it is referring to whether or not you have U.S. citizenship. For many RU Sakura Scholars, the response is 'Citizen of a non-U.S. country' and you will then be asked to list all countries in which you hold citizenship. Please answer your current visa status and plan to apply for a student visa in the future. Note that degree-seeking international students in the U.S. typically apply for an F-1 Student Visa during the time that you are at AU.

### Common App Fee Waiver

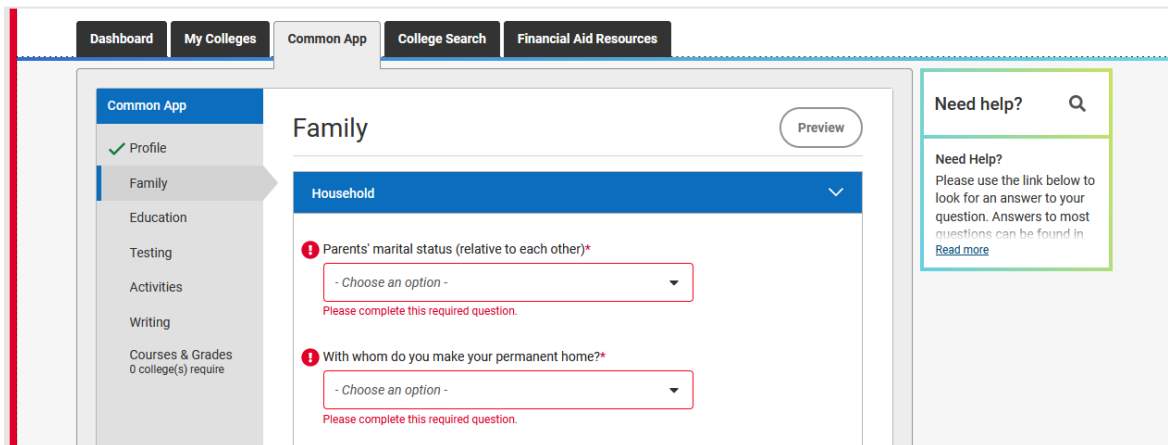
RU Sakura Scholars do not pay the Common App fee. Please select 'Yes' to the Common App Fee Waiver eligibility criteria question.





As you complete all required questions in each subsection, you will see a green check mark (✓) appear next to that section. Once all questions in the Profile section are completed, you will also see a green check mark in column on the left of the screen. This is how you can check your progress in the application.

### Common App Questions: Family



After you have completed the Profile section, go on to the Family section. This section contains questions about your family household, your parents, and siblings. This section provides background information to the school for demographic purposes.

## Common App Questions: Education

The screenshot shows the Common App interface with the 'Education' section selected. The left sidebar lists 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades'. The 'Education' section is active, showing a 'Current or Most Recent Secondary/High School' dropdown menu. Below this, there are two required questions: 'Current or most recent secondary/high school \*' with a 'Find school' button, and 'Date of entry\*' with a date picker. A 'Preview' button is in the top right. A 'Need help?' section on the right provides guidance on finding schools.

Under the Education section, students will complete subsections about the Current or Most Recent Secondary/High School, Other Secondary/High Schools, Colleges & Universities, Grades, Current or Most Recent Year Courses, Honors, Community-Based Organizations, and Future Plans.

## Common App Questions: Testing

The screenshot shows the Common App interface with the 'Testing' section selected. The left sidebar lists 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades'. The 'Testing' section is active, showing a 'Tests Taken' dropdown menu. Below this, there is a question about self-reporting scores for standardized tests (ACT, SAT, SAT Subject, AP, IB, Cambridge, TOEFL, PTE Academic, IELTS, and Duolingo English Test). The 'Yes' radio button is selected. There is a 'Clear answer' button. Below this, there is a question about indicating all tests to report, with a text input field showing 'IELTS'. A 'Preview' button is in the top right. A 'Need help?' section on the right provides guidance on ACT scores, Score Choice, and changing answers.

For the purposes of the joint degree program, students will need to show English language proficiency through a standardized test such as the TOEFL iBT, IELTS, Peterson Test of English (PTE), SAT Reading Score, ACT English Test, Duolingo English Test, or Cambridge Assessment English. Scores older than two (2) years are not sufficient for the application process.

## Common App Questions: Activities

The screenshot shows the 'Common App' interface with the 'Activities' section selected. The left sidebar lists navigation options: Profile, Family, Education, Testing, Activities (highlighted), Writing, and Courses & Grades. The main content area is titled 'Activities' and includes a 'Preview' button. It explains that reporting activities helps colleges understand a student's life outside the classroom and lists examples: Arts or music, Clubs, Community engagement, Family responsibilities (with a 'learn more' link), and Hobbies. A right sidebar titled 'Need help?' contains two questions: 'Under what grade should students list activities or jobs?' and 'What do I do if my activity type is not on the list?'. Both questions have 'Read more' links.

List any activities you wish to report as part of the application. You can list up to ten (10).

## Common App Questions: Writing

The screenshot shows the 'Common App' interface with the 'Writing' section selected. The left sidebar is the same as in the previous screenshot, with 'Writing' now highlighted. The main content area is titled 'Writing' and includes a 'Preview' button. It explains that some colleges require a personal essay and that students can submit one to any college, even if not required. It includes a checkbox for 'I understand' and a list of colleges requiring essays: American University. A right sidebar titled 'Need help?' contains the question 'I already submitted, can I change some of my answers?' with a 'Read more' link.

American University requires an essay with its application. In recognition of the effort that students are making in applying to both Ritsumeikan University and American University for this joint degree, students will be allowed to use one of the essays they have written for the Ritsumeikan application and copy-paste it into this section.

Select the last prompt: Share an essay on any topic of your choice. It can be one you have already written, one that responds to a different prompt, or one of your own design.

In the space provided, please write “American University – Ritsumeikan University Joint Degree Program” and should copy and paste your essay from the Ritsumeikan University application. This essay must be in English and it must be at least 250 words in length and no more than 650 words in order to complete the section and continue.

## Common App Questions: Additional Information

The screenshot shows the 'Writing' section of the Common App. On the left, a sidebar lists sections: Profile, Family, Education, Testing, Activities, Writing, and Courses & Grades. The 'Writing' section is highlighted with a green checkmark. The main content area is titled 'Writing' and contains a 'Personal Essay' section with a green checkmark. Below it is the 'Additional Information' section, which is expanded. It contains text about community disruptions and a prompt to share information. There are radio buttons for 'Yes' and 'No', with 'No' selected. A 'Clear answer' button is at the bottom. A 'Preview' button is in the top right. On the far right, a 'Need help?' section provides a link to learn more about the 'Additional Information' prompt.

The the writing section has a part entitled Additional Information. Questions in this section are typically optional.

The screenshot shows the 'Courses & Grades' section of the Common App. On the left, the same sidebar is visible, but 'Courses & Grades' is highlighted with a green checkmark. The main content area is titled 'Courses & Grades' and contains an information box stating that the colleges on the user's list do not require this section. Below this, text explains that the section is required by some colleges and provides a link to view a list of colleges that require it. A 'Go to My Colleges' button is at the bottom.

The final section listed in the Common App is Courses & Grades. This section is not required by AU for the Common App section.

If you have answered all required questions, you should see green check marks (✓) for each section in the left column. In this case, you can see that there is no check mark for the Education section. This means that there is a required question which has not been answered. Click on the Education section to return to that section and make sure that you have answered all questions.

Congratulations, you have finished the general questions for the Common Application! The application is not yet complete though. Now you will answer questions specific to American University.

## My Colleges: American University

The screenshot displays the 'My Colleges' interface for American University. At the top, navigation tabs include 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'My Colleges' tab is active, showing a list of colleges with 'American University' selected. A sidebar on the left under 'Application' lists 'Questions', 'Recommenders and FERPA', and 'Review and Submit - Common App'. The main content area for American University includes 'Contact Info' (Phone: (202) 885-6000, Email: [admissions@american.edu](mailto:admissions@american.edu), Address: 4400 Massachusetts Ave NW, Washington, DC 20016 USA, and Links: [College Website](#), [Virtual Tour](#), [College Navigator](#)), 'Application Deadlines' for Fall 2023 (First Year: Early Decision - 11/15/2022, Early Decision II - 01/15/2023, Regular Decision - 01/15/2023) and Spring 2023 (First Year: Regular Decision - 10/01/2022), and 'Other Deadline Information' stating that all American University's [Special Academic Programs](#) have a priority application deadline of December 15, 2022. A 'Need help?' section on the right contains FAQs: 'Can a college see the list of colleges on the My Colleges list?' (No, schools cannot view other schools on the list), 'When is the deadline for my application submission?' (Meet the deadline by 11:59 pm on the specified date), and 'What is the min/max word count for the essays on the Questions page or Writing Supplement?' (Each school has different requirements).

Go to the My Colleges tab at the top of the page. Earlier, you searched for and added American University. Now you will answer questions specific to American University and complete your application. On this page, you will see contact information, deadlines, and required information.

Because the joint degree program is a special partnership between American University and Ritsumeikan University, there are some special instructions for joint degree applicants to complete the AU specific questions. In the left column, under Application, you will see that the American University application has Questions, Recommenders and FERPA, and Review and Submit – Common App.

Let's begin the American University specific application questions.

## American University Application: Questions

The Questions section contains five subsections: General, Academics, Activities, Contacts, Family, Disciplinary History and Writing. The helpful hints below address questions specific to joint degree applicants. You will need to answer all questions with a red asterisk (\*) in order to complete the section.

The screenshot shows the 'Questions' section of the American University application portal. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar under 'My Colleges' lists 'American University', 'College Information', 'Application', 'Questions' (highlighted), 'Recommendations and FERPA', and 'Review and Submit - Common App'. The main content area is titled 'Questions' and has a 'Preview' button. Under the 'General' subsection, there is a message: 'The questions on this page are being asked by American University'. Below this are three questions, each with a dropdown menu: 'Preferred start term\*', 'Preferred testing plan\*', and 'Have you been granted a fee waiver by the American University admissions office?\*' (all marked with a red asterisk). The right sidebar contains a 'Need help?' section with links to 'Preferred Testing Plan', 'Need-Based Financial Aid', 'International Students', and 'Preferred admission plan'.

### General Questions Helpful Hints

#### Preferred Start Term

While applicants to the joint degree program will start first at Ritsumeikan University's spring semester and then come to American University in the fourth semester, you will apply simultaneously to both universities. For the start term, please select the fall term.

#### Preferred Testing Plan

Please select 'I attend a school outside of the United States and therefore the SAT or Act is not required for admission to AU.'

#### Preferred Admission Plan

Select Regular Decision for your preferred admission plan.

#### Have you been granted a fee waiver by the American University admissions office?

Please answer 'yes.' Please input **AU2025** into the textbox that populates.

Have you been granted a fee waiver by the American University admissions office?\*

Yes - I qualify for a pre-approved AU wai X ▾

Please provide your American University fee waiver code here:

Do you intend to pursue need-based financial aid?

In principle, RU Sakura Scholars are not eligible for financial aid from AU. RU students who have dual nationality with the United States may apply for federal financial aid with the FAFSA application.

The screenshot shows the American University Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'My Colleges' tab is active, showing a sidebar with 'American University' selected. The main content area is titled 'Questions' and has a 'Preview' button. Under the 'Academics' section, there are two questions: 'What is your intended major? Please note admissions decisions are not made on the basis of this selection.\*' and 'What is your secondary academic interest? Please note admissions decisions are not made on the basis of this selection.\*'. Both questions have a dropdown menu with the text '- Choose an option -'. On the right side, there is a 'Need help?' section with a search icon and a message: 'Intended Major? Please note admissions decisions are not made on the basis of this selection. You can find a full listing. [Read more](#)'.

### Academics Helpful Hints

#### Intended Major

Please select “International Studies” from the drop-down list. While participating in the joint degree program, you must complete the BA in Global International Relations, however, this is not listed as an option in the drop-down lists as it is not open to individuals not in the Sakura Scholars Program.

#### Secondary Academic Interest

The application requires applicants to list a secondary academic interest. You can list “International Studies” for this question as well.

#### Cornerstone Program

In principle, Cornerstone is not compatible with the Sakura Scholars program.

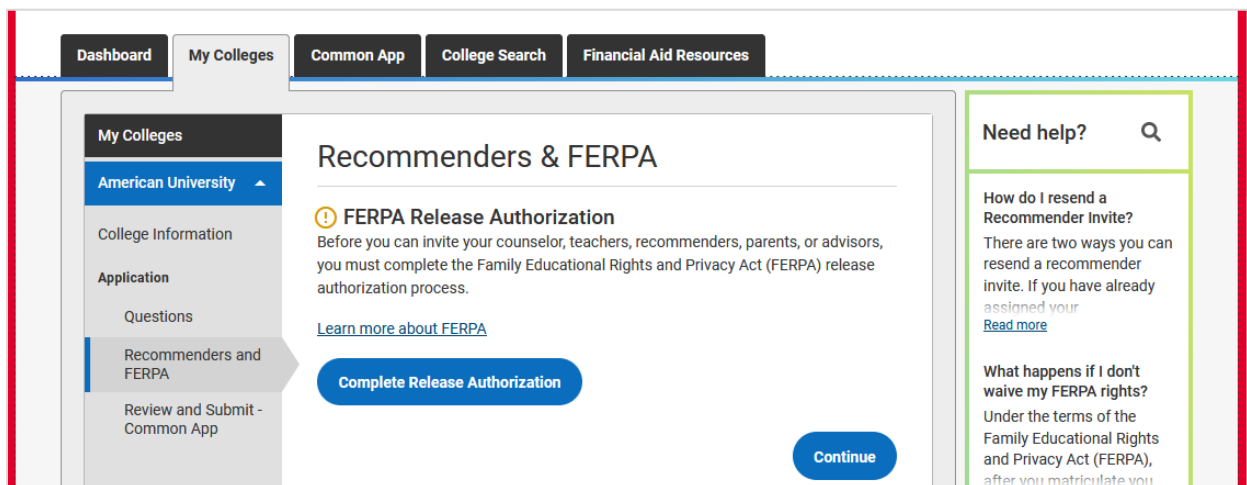
#### Special Academic Programs

On this page you will also see that students who are interested in Special Academic Programs, including the Sakura Scholars, are directed to an additional application process. This is intended for students applying as AU Home Sakura Scholars. As an RU Home Sakura Scholar, AU will receive your name from RU, so you should not complete this additional application form.

Please answer questions in the Activities, Contacts, Family, and Disciplinary History section as appropriate. The Writing section is optional.

You will also need to complete required questions in the other three subsections: Activities, Contacts, and Family. Please answer these as appropriate. Once you have completed all required questions in the section, you will see a green check mark next to the American University Application Questions section in the left column and the application will advance to the Recommendations and FERPA section.

### American University Application: FERPA

The screenshot shows the 'Recommendations & FERPA' section of the American University application portal. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar under 'My Colleges' lists 'American University', 'College Information', 'Application', 'Questions', 'Recommendations and FERPA' (which is highlighted), and 'Review and Submit - Common App'. The main content area is titled 'Recommendations & FERPA' and features a yellow warning icon next to the heading 'FERPA Release Authorization'. Below this heading, it states: 'Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.' There is a link to 'Learn more about FERPA' and a prominent blue button labeled 'Complete Release Authorization'. At the bottom right of the main content area is a blue 'Continue' button. On the right side of the page, there is a 'Need help?' section with a search icon and two FAQ items: 'How do I resend a Recommender Invite?' and 'What happens if I don't waive my FERPA rights?'. The first FAQ item includes the text 'There are two ways you can resend a recommender invite. If you have already assigned your' followed by a 'Read more' link. The second FAQ item includes the text 'Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you'.

FERPA is the Family Educational Rights and Privacy Act. Click on the Release Authorization button. Read the information provided on this page. Click the checkbox and then the Continue button.



The image shows a screenshot of the Common App website with a modal window titled "Release authorization" open. The modal contains the "FERPA Form" section. At the top left of the modal is a close button (X). The form includes a checked checkbox for acknowledging record release, followed by a paragraph explaining the waiver. Below this, it asks the user to "Please select one:" and provides three radio button options: waiving review rights, not waiving review rights, and a comprehensive understanding statement. The third option is selected. Below the options are fields for "Signature" and "Date", both marked as required. The date field includes a calendar icon and a format instruction: "Date uses 'month day, year' format (e.g. August 1, 2002)". At the bottom of the modal are "Back" and "Save and Close" buttons. The background shows the Common App interface with the "My Colleges" sidebar and a "Need help?" section on the right.

common app

Dashboard My Colleges

My Colleges

American University

College Information

Application

Questions

Recommendations and FERPA

Review and Submit - Common App

account FAQs

Sign Out

### Release authorization

#### FERPA Form

☒ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.\*

Please select one: \*

☐ I waive my right to review all recommendations and supporting documents.

☐ I DO NOT waive my right to review all recommendations and supporting documents.

☒ 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 once I sign and click Save below.**\*

Signature \*

Date \*

Date uses "month day, year" format (e.g. August 1, 2002)

Back Save and Close

#### Need help?

How do I resend a Recommender Invite?

There are two ways you can resend a recommender invite. If you have already assigned your [Read more](#)

What happens if I don't waive my FERPA rights?

Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you [Read more](#)

How do I assign my recommenders?

Once you've added your Teacher or Other Recommender to your "Invite and Manage" [Read more](#)

I'm out of high school. Who do I list if I no longer have a counselor?

Please contact your high

Check the authorization, the waiver, and the final checkbox confirmation. Type your full name as it appears in your passport on the signature line and select Save. You must complete the FERPA page to access the section on Recommendations.

## American University Application: Recommendations

The screenshot displays the American University application portal. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'My Colleges' tab is active, showing a sidebar with options: American University (selected), College Information, Application, Questions, Recommendations and FERPA (highlighted with a green checkmark), and Review and Submit - Common App. The main content area is titled 'Recommendations & FERPA' and includes sections for FERPA Release Authorization, Invite Recommenders, Counselor, and Download PDF Forms. A right-hand sidebar contains a 'Need help?' section with search results for FERPA-related questions.

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

**My Colleges**

- American University
- College Information
- Application
- Questions
- ✓ Recommendations and FERPA
- Review and Submit - Common App

### Recommendations & FERPA

✓ **FERPA Release Authorization**  
[View Details](#)

**Invite Recommenders**  
Recommenders are people who will submit forms and information to colleges on your behalf.  
[Invite Recommenders](#)

✓ **Counselor**  
Your school is using BridgeU for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

**Download PDF Forms**

- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Optional Report 2](#)
- [Mid Year Report](#)
- [Final Report](#)

**Need help?** 🔍

**How do I resend a Recommender Invite?**  
There are two ways you can resend a recommender invite. If you have already assigned your [Read more](#)

**What happens if I don't waive my FERPA rights?**  
Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you [Read more](#)

**How do I assign my recommenders?**  
Once you've added your Teacher or Other Recommender to your [\\*Invite and Manage](#) [Read more](#)

**I'm out of high school. Who do I list if I no longer have a counselor?**  
Please contact your high school or the local authority that will provide your transcripts. You can enter

The Common Application includes a section for recommenders to share information on the applicant. As RU Home joint degree applicants, we recognize that you have already completed and submitted the RU application and AU will not require recommendations in order to complete the Common App. **You should not request prior recommenders to re-submit recommendations or request new recommendations.**

As of 2022, AU uses the BridgeU function in the Common App recommendation section. RU Sakura Scholars no longer need to submit information for recommenders to complete the App. (NOTE – in the past RU Sakura Scholars were asked to list the SIS Abroad office, but this step is no longer necessary).

## Review and Submit – Common App

The screenshot shows the Common App interface for a 'PRACTICE ACCOUNT'. At the top, the 'common app' logo is on the left, and a user profile box on the right says 'Welcome, Jessica!', 'Practice Applicant', 'CAID 17690278', and 'jkling@american.edu', with links for 'Practice account FAQs' and a 'Sign Out' button. Below the header is a navigation bar with 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'My Colleges' sidebar on the left lists 'American University' (selected), 'College Information', 'Application', 'Questions', 'Recommendations and FERPA', and 'Review and Submit - Common App'. The main content area is titled 'Application Submission' and features a yellow warning box stating: 'You cannot submit an application to American University because you have a practice account. In case you wish to be considered for admission, contact our [Applicant Solutions Center](#) to convert your account.' Below this, it lists items to complete: 'Education section of the Common App' and 'American University Questions'. A final note says: 'Once all required components are completed, you will see the option to Review and Submit your application on this screen.' On the right, there is a 'Need help?' section with a search icon and a 'Need Help?' text box containing assistance information and a 'Read more' link.

From the left column, select Review and Submit – Common App. Note that the screenshot above is from a Common App practice account created by SIS Abroad, your application will not have the yellow box.

If there are portions of the application that are not complete, it will direct you to complete these sections. You will not be able to review until all required questions are complete. In the example above, there are unanswered questions in the Education section of the Common App and the American University Questions. Once all required questions are complete, you can review the application.

This will generate a preview of the application as a PDF which is stamped with the word 'PREVIEW' across all pages. If you would like to make any edits, you can return to the Common App or AU questions. Use the Continue button to move to the next step.

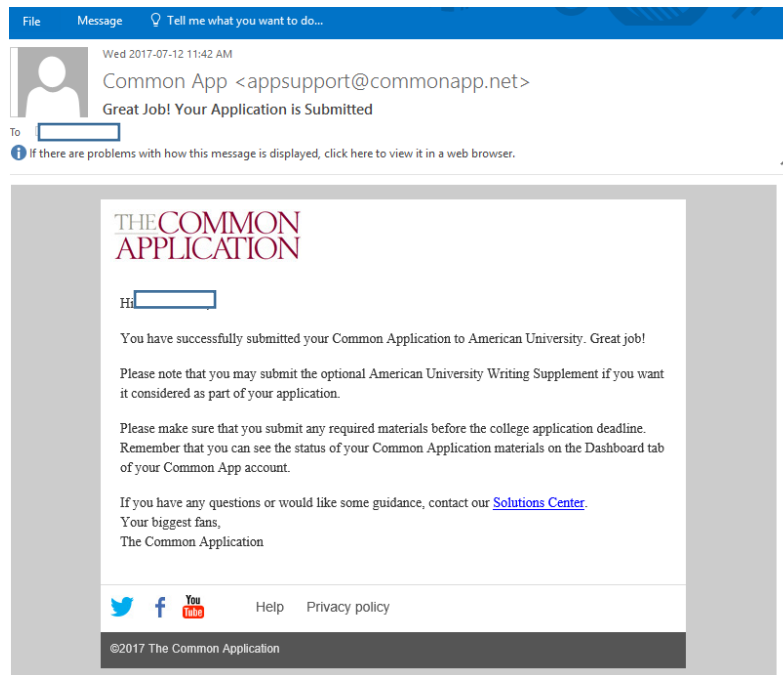
### Application Review, Payment, and Signature

As previously noted, RU Sakura Scholars applying for the joint degree will not pay the application fee. You should indicate in the School Specific Fee Waiver question earlier in the application that it will be waived. You will not need to make a payment to complete the Common Application. Select the Continue button.

Complete the final page and type your name into the Signature line. Once you click the Submit button, your Common Application will be complete.

## Submission Confirmation

If you return to the Dashboard, you will see that the application status is Submitted and has a timestamp of the date. Please note that the date listed is in Eastern Time (ET). You can click on the PDF icon to keep a copy of your completed application.



Above is an example of the confirmation email.

We hope this guide was helpful to you as you completed your Common Application for the American University – Ritsumeikan University joint degree program for the BA in Global International Relations. If you need additional assistance in completing the Common Application, please contact the SIS Office of International Programs at [sisabroad@american.edu](mailto:sisabroad@american.edu).

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