

# Common Application Early Decision

## What are the Early Decision requirements?

If you are applying online and applying Early Decision (ED) to an institution, it is necessary that you complete the ED Agreement. In order to complete and submit this form you must first select the Early Decision term option for one school. Once this decision is selected, the ED Agreement will be available in the **Recommenders and FERPA** section of your Common App account.

1. You, the applicant, must read and sign the agreement from within your Common App account. You must then notify your counselor that you are applying ED. Go to the **Recommenders and FERPA** section to read and sign the ED agreement, then save the page.
2. Your counselor must read and sign the agreement from within their Common App account (if your counselor has agreed to complete school forms online).
3. You need to add and then select a parent/legal guardian at the bottom of the page in the **Recommenders and FERPA** section before the online ED agreement is sent to this person. Enter your Parent/Legal Guardian details and save the page.
4. Your parent/legal guardian must read and sign the agreement. The Parent/Legal Guardian must go to the URL provided, enter their email address (enter it exactly as it appears on the notification email, it is case sensitive), read and sign the ED agreement, then save it.

If your counselor is not completing the school forms online, you must print the ED agreement (found in the **Recommenders and FERPA** section), obtain all required signatures and give the forms to the counselor to send directly to the institution. Please note the counselor is responsible for the submission of the ED agreement once you have completed it.

If your parent/legal guardian does not have an email address, their signature is not required. However, your counselor must still sign their portion to complete the online ED Agreement process and enable you to submit your application.