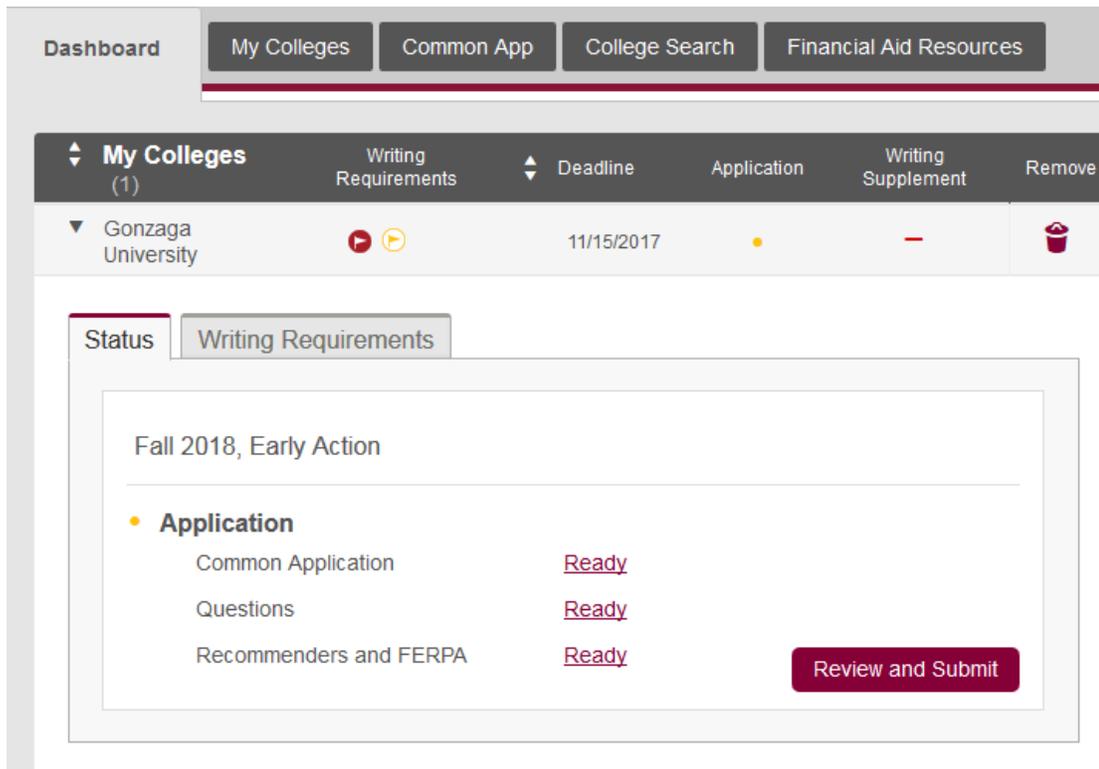
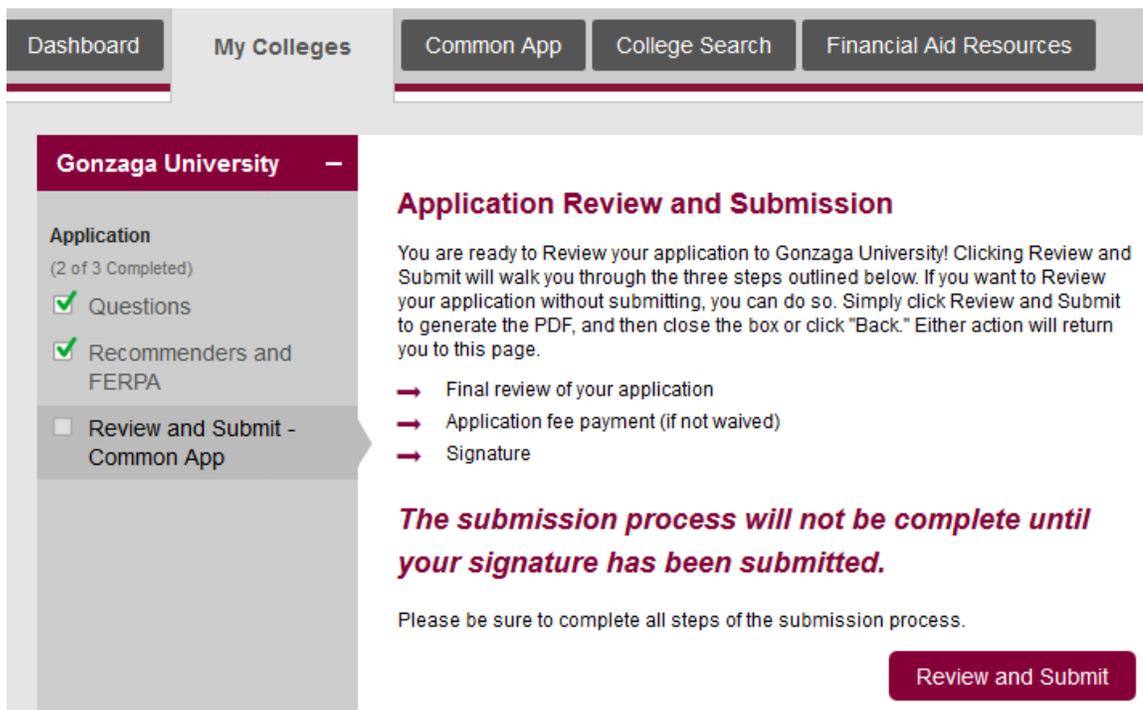


Submitting your Common Application

When your application is complete your dashboard will look like this.



Once all areas of application are complete you will click **Review and Submit**.



Your application PDF will load.

The screenshot shows a web browser window with a PDF document titled 'THE COMMON APPLICATION'. The document header includes the name 'Doe, Jane' and identification numbers: 'FY EA Fall 2018 11/26/2000 CEEB: 370009 CAID: 18642852' and 'FERPA: Waived'. The form is divided into sections: 'Profile', 'Personal Information', 'Contact Details', and 'Demographics'. A large 'VIEW' watermark is overlaid on the form content. At the bottom right of the browser window, there are two buttons: a blue 'Back' link and a red 'Continue' button.

THE COMMON APPLICATION

Doe, Jane
FY EA Fall 2018 11/26/2000 CEEB: 370009 CAID: 18642852
FERPA: Waived

Profile

Personal Information

Name	Doe, Jane
Sex, Birthdate	Female, 11/26/2000

Contact Details

Email, Phone	hosetestapp11@gonzaga.edu, +1.509-768-1234, Mobile, No other telephone
Permanent Address	12345 Maple Ct. Anywhere, WA, 99258, USA

Demographics

Religion	Other - Christian
Military Status	Current Dependent
Hispanic or Latino	No
Race	White

8.50 x 11.00 in

[Back](#) **Continue**

Please view the PDF of your application, and if it is accurate click **Continue**

A close-up view of the bottom right corner of the browser window, showing the 'Back' link and the red 'Continue' button.

[Back](#) **Continue**

Check the box stating you have reviewed the PDF copy of your application and wish to proceed with submission then click **Continue**.

Application Submission

1 Final Review > 2 Payment > 3 Signature

Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to Gonzaga University. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.

I have reviewed the PDF copy of my application and wish to proceed with my submission. *

[Back](#) [Continue](#)

Depending on if you selected an application fee waiver, or are paying the application fee your screen will look like one of the two images below.

Requesting Fee Waiver:

Application Submission

1 ✓ Final Review > 2 Payment > 3 Signature

You have indicated in your application that you are requesting an application fee waiver. Please continue to the certification page to finish the application submission process.

[Back](#) [Continue](#)

Paying Application Fee:

Application Submission

1 Final Review > 2 Payment > 3 Signature

You may pay the application fee for this institution using a credit card or echeck. Please note that all online payments are processed by a secure third-party payment service; you will be redirected to their site to enter your payment information. **Once you submit your payment you will be unable to change your payment method.**

Application Fee: \$50.00 First Year International Fee

Click "Continue" to proceed with payment, you will be sent to **Cashnet**

- On the Cashnet landing page, you will see applicant data that is passed from the Common App to Cashnet to facilitate the payment process. This information includes Applicant First and Last Name, Common App ID, and Applicant Payment ID. I
- In addition, the application fee amount is passed from the Common App and will appear on the right side of the screen. Please verify that this amount appears correctly.

**** Note:** If you need to cancel your payment transaction at any time during the payment process, click the "Cancel My Transaction" button on the right side of each screen to return to the Common Application.

Tessy Test

THE COMMON APPLICATION

MEMBER NAME	ORDER SUMMARY								
<p>ADDITIONAL INFORMATION PAYMENT METHOD REVIEW AND CONFIRM</p> <p>Step 1 of 3: ADDITIONAL INFORMATION All fields required unless marked (optional)</p> <p>Applicant First Name Tessy</p> <p>Applicant Last Name Test</p> <p>Common App ID 01754321</p> <p>Applicant Payment ID 01763-43210</p> <p>PREVIOUS NEXT</p> <p>When you have completed the payment process, you will be returned to the Common Application to finish the application process. For assistance with payment, please contact the Common Application Solutions Center.</p>	<table><thead><tr><th>ITEM</th><th>AMOUNT</th></tr></thead><tbody><tr><td>Member Name Application Fee</td><td>\$1.00</td></tr><tr><td>Subtotal</td><td>\$1.00</td></tr><tr><td>Total</td><td>\$1.00</td></tr></tbody></table> <p>CANCEL MY TRANSACTION</p>	ITEM	AMOUNT	Member Name Application Fee	\$1.00	Subtotal	\$1.00	Total	\$1.00
ITEM	AMOUNT								
Member Name Application Fee	\$1.00								
Subtotal	\$1.00								
Total	\$1.00								

To proceed in making a payment, please click the “Next” button

- Select a payment method. Applicants may choose to make a payment using a credit card, electronic check/ACH, or non-US credit cards/wire transfers.
- You must also acknowledge the terms and conditions of the Cashnet user agreement by sliding the tab to the right.
- When you have entered all of the required information, the “Next” button will change from gray to black, allowing you to move to the next step.

Click the “Next” button to move to the “Review and Confirm” screen.

The screenshot shows a payment review screen for 'THE COMMON APPLICATION'. The user is 'Tessy Test'. The screen is divided into two main sections: 'MEMBER NAME' and 'ORDER SUMMARY'. The 'MEMBER NAME' section is titled 'Step 2 of 3: PAYMENT METHOD' and includes a progress indicator with three steps: 'ADDITIONAL INFORMATION', 'PAYMENT METHOD', and 'REVIEW AND CONFIRM'. Below this, there are three radio button options for payment methods: 'Credit Card' (selected), 'Electronic Check/ACH (US Banks Only)', and 'Non-US credit cards and wire transfers'. The 'Credit Card' section contains fields for 'Credit Card Number' (5454545454545454), 'Credit Card Expiration' (June 2017), 'Cardholder Name' (Tessy Test), 'Billing Address' (100 Main Street), 'City' (Orlando), 'State / Province' (Florida), 'Zip / Postal Code' (34787), and 'Country' (United States). A checkbox for terms and conditions is checked. At the bottom of this section are 'PREVIOUS' and 'NEXT' buttons. The 'ORDER SUMMARY' section shows a table with two columns: 'ITEM' and 'AMOUNT'. It lists a 'Member Name Application Fee' for \$1.00, a 'Subtotal' of \$1.00, and a 'Total' of \$1.00. A 'CANCEL MY TRANSACTION' button is located below the summary table. At the bottom of the screen, there is a note: 'When you have completed the payment process, you will be returned to the Common Application to finish the application process. For assistance with payment, please contact the Common Application Solutions Center.'

- The “Review and Confirm” screen will allow you to ensure that all information is correct before submitting payment.
- **Enter an email address.** If you enter your current email address, you will receive an email receipt for the payment to review. After you enter an email address, the “Submit Payment” button will change from gray to black, allowing you to submit your payment.

Click the “Submit Payment” button to complete your payment.

Tessy Test

THE COMMON APPLICATION

MEMBER NAME	ORDER SUMMARY								
<p>Step 3 of 3: REVIEW AND CONFIRM</p> <p>All fields required unless marked (optional)</p> <p>ADDITIONAL INFORMATION PAYMENT METHOD REVIEW AND CONFIRM</p> <p>ADDITIONAL INFORMATION Edit</p> <p>Applicant First Name: Tessy Applicant Last Name: Test Common App ID: 01754321 Applicant Payment ID: 01763-43210</p> <p>PAYMENT METHOD Edit</p> <p>MasterCard ending in 5454 Credit Card Expiration: 06/17 Tessy Test 100 Main Street Orlando, Florida 34787</p> <p>ENTER EMAIL ADDRESS</p> <input type="text" value="patti.corjay@blackboard.com"/>	<table border="1"><thead><tr><th>ITEM</th><th>AMOUNT</th></tr></thead><tbody><tr><td>Card Item Member Name Application Fee</td><td>\$1.00</td></tr><tr><td>Subtotal</td><td>\$1.00</td></tr><tr><td>Total</td><td>\$1.00</td></tr></tbody></table> <p>CANCEL MY TRANSACTION</p>	ITEM	AMOUNT	Card Item Member Name Application Fee	\$1.00	Subtotal	\$1.00	Total	\$1.00
ITEM	AMOUNT								
Card Item Member Name Application Fee	\$1.00								
Subtotal	\$1.00								
Total	\$1.00								

[PREVIOUS](#) [SUBMIT PAYMENT](#)

When you have completed the payment process, you will be returned to the Common Application to finish the application process.
For assistance with payment, please contact the [Common Application Solutions Center](#).

- After clicking the “Submit Payment” button, you will be brought to a receipt page. This receipt will be sent to the email address provided in the review screen.

Tessy Test

THE COMMON APPLICATION

MEMBER NAME

THANK YOU FOR YOUR PAYMENT. PLEASE NOTE: THIS IS NOT A CONFIRMATION OF APPLICATION SUBMISSION. YOU MUST COMPLETE THE SUBMISSION OF YOUR COMMON APP AFTER CLICKING THE 'RETURN TO COMMON APPLICATION' BUTTON AT THE BOTTOM OF THIS PAGE.

RECEIPT	Your receipt has been emailed to
RECEIPT NUMBER: 109	patti.corjay@blackboard.com
CUSTOMER: TESSY TESSY	
CURRENT DATE: 06/02/2017	
BUSINESS DATE: 05/01/2017	

[EMAIL ANOTHER RECEIPT](#) [PRINT RECEIPT](#)

ADDITIONAL INFORMATION

Applicant First Name: Tessy
Applicant Last Name: Test
Common App ID: 01754321
Applicant Payment ID: 01763-43210

ITEM	AMOUNT
Card Item Member Name Application Fee	\$1.00
Subtotal	\$1.00
Total	\$1.00

THANK YOU FOR YOUR PAYMENT	AMOUNT
CC MASTERCARD ENDING IN 5454 Authorization: TBS729	\$1.00
Total	\$1.00

[RETURN TO COMMON APPLICATION](#)

When you have completed the payment process, you will be returned to the Common Application to finish the application process.
For assistance with payment, please contact the [Common Application Solutions Center](#).

- You can send additional receipts using the button at the top labeled “Email Another Receipt” or you can print this receipt to review later.

Click the “Return to Common Application” button to return to the Common Application and submit your application.

To proceed

Check off each box and type applicant name in Signature box, then click **Submit**.

Application Submission

1 ✓ Final Review > 2 ✓ Payment > 3 Signature

Signature

Please affirm the following before you submit your application.

- I certify that all information submitted in the admission process – including this application and any other supporting materials – is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. *
- I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history. *
- I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information. *
- I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. *
- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.] *

Signature * Lizard Wine

Date * 06/27/2017



Continue

Only when you see the below image has your application been successfully submitted!

Application Submission

Congratulations! You have successfully submitted your Common Application for First Year students to Gonzaga University.

You can review the status of your Common Application requirements in the 'Dashboard' tab. *Please ensure that any incomplete requirements are submitted prior to the college's application deadline.*

Gonzaga University has recommended certain next steps for your application process. You can access that information by clicking on What's Next below.

[Close](#) [What's Next](#)

New What's Next from Gonzaga University message, click What's Next for additional information.

What's Next from Gonzaga University

Thank you for applying to Gonzaga University!

Once your application is processed, you will receive a confirmation email. Shortly thereafter, you will be notified about any materials we need to complete your application. Be sure to check your email regularly!

Admission decisions will be mailed 6-7 weeks after the application deadline.

You will be considered for a merit scholarship based on the application for admission. To access additional financial aid and scholarships, please [file the FAFSA](#) as soon as possible after October 1st and view [GU scholarships](#). We encourage you to learn more about what it means to [#BeAZag](#), and to come [visit us!](#)

[OK](#)

After submitting your application your Dashboard will look like this. There will be a green checkmark that indicates your application was successfully submitted.

The screenshot shows a dashboard with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. Below this is a table with columns: 'My Colleges (1)', 'Writing Requirements', 'Deadline', 'Application', 'Writing Supplement', and 'Remove'. The row for 'Gonzaga University' shows a green checkmark in the 'Application' column. Below the table, there are tabs for 'Status' and 'Writing Requirements'. The 'Status' tab is active, showing 'Fall 2018, Early Action' and a green checkmark next to 'Application', with the text 'Submitted - June 27, 2017 ET' and a document icon. A green button labeled 'What's Next' is to the right. Below this are three links: 'Common Application', 'Questions', and 'Recommenders and FERPA'.

My Colleges (1)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
Gonzaga University	 	11/15/2017		-	

Status | Writing Requirements

Fall 2018, Early Action

 **Application** Submitted - June 27, 2017 ET  [What's Next](#)

[Common Application](#)

[Questions](#)

[Recommenders and FERPA](#)