



COLLEGE APPLICATIONS *Via* SchoolLinks

Log into SchoolLinks Using Clever

*On your first visit to SchoolLinks, you will complete the Onboarding process

Applying to Colleges (Not using the Common Application):

- Click on Colleges and then College Applications- A box will appear requesting your personal information, email, home address, etc. We recommend that you use your personal email, as your GBSD email will disappear after graduation. Fee Waiver: Read the options and choose one if it applies to you. You may not qualify, so you would choose, "None of the above apply." FERPA Waiver: Choose whether you would like to waive your right to review documents. Read the disclaimer, sign your name, then click Sign Waiver, then click Finish Application Setup.
- At the top of the College Application Manager page, click on the blue + Add application button.
- Type the name of the college you are applying to and click on it.
- Choose your Application Status: In Progress means you're working on your application, If you have completed and submitted your application, choose Completed & Pending results. Once you receive your admission decision, update that information in SchoolLinks, Accepted, Waitlisted, etc. Then click Add Application.
- Application Method: If you are applying to the College, using their website, you will select *School-Specific Online Application (this is the easiest and fastest method)*. Common Application directions are on the back of this page.
- Select the Application Type: Regular, Early Action, Early Decision: You need to understand the difference between these application due dates. Please use the Admissions link at the top, to see that specific college's information, so that you choose the correct date. Scholarship opportunities are often attached to specific dates.
- Student Requirements: For the Financial Aid and Scores and Performance questions, choose the option that applies to you, if it does. Most students will check the FAFSA box.
- You will see *Student Checklist, Recommendation Letters and Counselor Documents*
 - **Student Checklist**: This is a list of tasks that you need to complete. These vary by college, so please review the *Application Info* tab (under the college's logo) for their specific requirements.
 - **Recommendation Letters**: This is where you will request letters of recommendation from your teachers and counselor, if the college requires it. We recommend that you ask personally, prior to sending the invitation. If it is optional, request a letter of recommendation only if you need to strengthen your application. If you have a recommender from outside of SBHS, you will need your recommenders email address to make a request.
 - **Counselor Documents**: The initial transcript is automatically requested, when you apply to a college. Your counselor will be notified and will send the transcript and other requested documents for you. You will need to check the College's website, to determine if they require a letter of recommendation or a mid-year transcript from your counselor. If they do, you can click on +Request Counselor Document, to add requirements for your counselor to complete.
- Return to the College Applications main screen. Once you receive your application decision, update this information for each college you've applied to. Finally, you will go to the *Enrollment Decision* tab, to let your counselor know which school you plan to attend in the fall. This will also let your counselor know which school to send your final transcript to.

Remember to:

1. Send copies of your Resume and/or Activities Chart to your recommenders, if they are not in SchoolLinks
2. Ask your teachers & your counselor personally to write you a letter and provide any additional information/requirements. They will upload their letters to your SchoolLinks account.
3. Your teachers, nor counselor, will write you a personalized letter, if you do not ask in person with at least 2 weeks notice. Watch deadlines and follow up with teachers as needed.