

# **The Scoir Guide to the Common App**

*How to complete  
Recommenders and FERPA,  
Fee Waiver, and Early Decision*

**SCOIR**

# How To Use This Guide

- This guide has been written to help you complete the Common App and is written from the point of view of a student who attends a school that is sending documents to colleges via Scoir.
- It is recommended that you download, print, or keep the guide open and available as you complete the Recommendations and FERPA, Fee Waiver, and Early Decision sections of the Common App.
- If you have any questions about a section, it is always best to **ask your school counselor** first.

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# Early Decision Contracts in Common App

Once you've added schools to the **My Colleges** list in Common App, there will be multiple sections to complete for each school. This guide will focus on **Questions**

The screenshot displays the 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 list of colleges. 'Miami University (Ohio)' is selected, and the 'Questions' section is highlighted with an orange box. The main content area is titled 'Questions' and includes a 'Preview' button. Under the 'General' section, the text reads: 'The questions on this page are being asked by Miami University (Ohio)'. The 'Preferred start term\*' dropdown is set to 'Fall 2021 (August)'. The 'Preferred admission plan\*' dropdown is highlighted with a red border and a red error message: 'Please complete this required question.'. The 'Preferred residence during your first year\*' dropdown is set to 'Choose an option'. The 'Do you intend to use one of these school-specific fee waivers?\*' dropdown is also set to 'Choose an option'.

# Early Decision Contracts

In the **Questions** section of the Common App, you will be prompted to enter information on the preferred start term and admission plan for a particular school.

- Check the checkbox
- Add your digital signature and any other required information

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

**My Colleges**

- College Information
- Application
- Questions**
- ✓ Recommenders and FERPA
- Review and Submit - Common App

**Questions** Preview

**General** ▼

The questions on this page are being asked by Miami University (Ohio)

Preferred start term\*

Fall 2021 (August) ✕ ▼

Preferred admission plan\*

Early Decision ✕ ▼

✓ Early Decision

Early Action

Regular Decision

other applications until you have received notification about financial aid from the admitting Early Decision institution.\*

Yes, I have read and understand my rights and responsibilities under the Early Decision Process. I wish to be considered as an Early Decision candidate at Miami University (Ohio). I also understand that with an Early Decision offer of admission, this institution may share my name and my early commitment with other institutions.

**ED Signature\*** !

Please complete this required question.

# Early Decision Contracts in Scoir

In Scoir, any time a school is moved to the Applying List, you will be asked to indicate the Application Type.

College Search
My Colleges
My Profile

Application Documents

sort by **Deadline**

Suggested (2) Schools you may like	Following (9) Schools you like	Applying (19) Applications in Progress	Applied (9) Submitted Applications
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Florida College Temple Terrace, FL</p> <p>1135 Avg ACT 23 Accept. Rate 74% Admitted by Ben Cooper</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>New Jersey Institute of Technology Newark, NJ</p> <p>1275 Avg ACT 26 Accept. Rate 61% Admitted by Mr. Vernon</p> </div>	<div style="text-align: center; margin-bottom: 5px;"><a href="#">Add a College</a></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Emory University Atlanta, GA</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Johns Hopkins University Baltimore, MD Reach ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Lafayette College Easton, PA Possible ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Northeastern University Boston, MA Reach ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Princeton University Princeton, NJ Reach ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Rice University Houston, TX Reach ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Seton Hall University South Orange, NJ Possible ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p> Skidmore College Saratoga Springs, NY</p> </div>	<div style="text-align: center; margin-bottom: 5px;"><a href="#">Add a College</a></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Florida International University Miami, FL</p> <p>Priority <b>Nov 1</b> Tasks complete 0/2 Docs sent 2/2</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> University of North Carolina at Asheville Asheville, NC</p> <p>Early Action <b>Nov 15</b> Tasks complete 4/6 Docs sent 5/5</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Humboldt State University Arcata, CA</p> <p>Regular Decision <b>Nov 30</b> Tasks complete 0/3 Docs sent 0/1</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p> University of California (Berkeley) Berkeley, CA</p> <p>Regular Decision <b>Nov 30</b> Tasks complete 0/6 Docs sent 5/5</p> </div>	<div style="text-align: center; margin-bottom: 5px;"><a href="#">Add a College</a></div> <div style="border: 1px dashed #ccc; padding: 10px; text-align: center; margin-bottom: 5px;"> <p>Where are you enrolling? Drop your choice here.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Abilene Christian University Abilene, TX</p> <p>Early Action <b>Nov 1</b> <b>Withdrawn</b> Tasks complete 0/3 Docs sent 7 Likely ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p> Boston College Chestnut Hill, MA</p> <p>Early Action <b>Nov 1</b> <b>Pending</b> Tasks complete 5/6 Docs sent 7/7 Reach ●</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p> University of Miami Coral Gables, FL</p> <p>Early Action <b>Nov 1</b> <b>Pending</b> Tasks complete 0/8 Docs downloaded 6/6</p> </div>

# Early Decision Contracts in Scoir

If you choose Early Decision, you will be prompted to complete an ED Agreement.

How are you applying?

This information lets your counselor know to send your transcripts and other supporting documents.

Type

**Early Decision**  
November 15

Early Decision II  
January 1

Regular Decision  
January 1

Early Decision Agreement required

Submitting an application for Early Decision requires you to sign an agreement acknowledging your commitment to enroll at this college, if admitted. You will need to add or select one parent/guardian, who will also be required to sign this acknowledgement. Please note this college might refuse to consider your application if it does not receive a fully completed Early Decision Agreement prior to the application due date.

Method

**Common Application**

Coalition for College Access

College Website

Other

Common ID

8675309

Cancel Save

# Early Decision Contracts in Scoir

To complete the ED Agreement:

- Check the box
- Choose the guardian you wish to sign or enter your guardian's information
- Click "Save & Sign"

### Early Decision Agreement

From the National Association for College Admission *Statement of Principles of Good Practice.*

Option 1: You may E-Sign your Early Decision Agreement

**Early Decision (ED) is the application process in which students make a commitment to a first-choice institution where, if admitted, they definitely will enroll.** While pursuing admission under an Early Decision plan, a student may apply to other institutions, but may have only one Early Decision application pending at any time. Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the Early Decision commitment. The institution must notify the applicant of the decision within a reasonable and clearly stated period of time after the Early Decision deadline. Usually, a nonrefundable deposit must be made well in advance of May 1. The institution will respond to an application for financial aid at or near the time of an offer of admission. Institutions with Early Decision plans may restrict students from applying to other early plans. Institutions will clearly articulate their specific policies in their Early Decision agreement.\*

If you are accepted under an Early Decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications to any other university in any country. If you are an Early Decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid from the admitting Early Decision institution.

I understand that, when I click the "Save & Sign" button below, I will be affixing my digital signature to this document and that my digital signature is the legal equivalent of my handwritten signature.

I wish to be considered as an Early Decision candidate at Colby College. I have read and understand my rights and responsibilities under the Early Decision process. I also understand that with an Early Decision offer of admission, this institution may share my name and my Early Decision Agreement with other institutions.

Please select or enter the contact information of a parent or guardian who you would like to acknowledge your Early Decision obligations.

Select Parent/Guardian  
Ben Cooper  
 Manually enter parent/guardian

First Name \*  Middle Name   
Last Name \*  Email \*

Option 2: [Download / Print](#)

- Review and sign the student signature
- Have a parent read and sign
- Provide the signed agreement to your counselor
- Your counselor will submit the completed agreement

# Early Decision Contracts in Scoir

You can check the status of the ED agreement by clicking **Application Documents**.

The dashboard is divided into four main sections:

- Suggested (2):** Schools you may like. Includes Florida College (Temple Terrace, FL) and New Jersey Institute of Technology (Newark, NJ).
- Following (9):** Schools you like. Includes Emory University (Atlanta, GA), Johns Hopkins University (Baltimore, MD), Lafayette College (Easton, PA), Northeastern University (Boston, MA), Princeton University (Princeton, NJ), Rice University (Houston, TX), Seton Hall University (South Orange, NJ), and Skidmore College (Saratoga Springs, NY).
- Applying (19):** Applications in Progress. Includes Florida International University (Miami, FL), University of North Carolina at Asheville (Asheville, NC), Humboldt State University (Arcata, CA), and University of California (Berkeley) (Berkeley, CA).
- Applied (9):** Submitted Applications. Includes Abilene Christian University (Abilene, TX), Boston College (Chestnut Hill, MA), and University of Miami (Coral Gables, FL).

A hand cursor points to the 'Application Documents' tab in the top right navigation bar.

The 'Application Documents' modal window displays the following information:

### Teacher Recommendation Status

TEACHER	STATUS	ACTIONS
John Math	Created Oct 18, 2018	
John Math	Created Oct 15, 2018	American University
John Math	Deleted by Teacher Oct 20, 2018	University of Virginia (Main Campus)
"I apologize but I will not be able to provide a recommendation. Please see me if you have any questions."		
John Math	Created Oct 15, 2018	University of North Carolina at Asheville
Mary Biology	Created Jan 17, 2018	

[Request a Recommendation](#)

### Fee Waiver Request

Students who have limited financial resources may request a fee waiver when applying for college.

PERSON	STATUS
Mr. Vernon	Signed Oct 13, 2018
Winnie Cee	Pending Signature

### Early Decision Contract Status

PERSON	STATUS
Winnie Cee	Signed Oct 20, 2018
Ben Cooper	Pending Signature
Mr. Vernon	Awaiting Parent Signature

[Close](#)

# Recommendations and FERPA in Common App

Once you've added schools to the **My Colleges** list in Common App, there will be multiple sections to complete for each school. This guide will focus on **Recommendations and FERPA**.

The screenshot shows the Common App navigation bar with 'My Colleges' selected. The left sidebar contains a list of colleges and application steps, with 'Recommendations and FERPA' highlighted. The main content area is titled 'Recommendations & FERPA' and includes sections for FERPA Release Authorization, Invite Recommenders, Counselor, and Teacher.

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

**My Colleges**

- Washington University
- University of Michigan
- University of California
- Michigan State University
- New York 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**  
You must invite a school Counselor who will complete the School Report and other forms for you.  
**Invite Counselor**

⚠ **Teacher**  
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

# FERPA in Common App

The **FERPA Release Authorization** is the first requirement in the Recommenders and FERPA section. The FERPA release will ask if you would like to waive your FERPA rights. This means that you will not be able to request access to your educational records like letters of recommendation.

It is recommended that you waive these rights but be sure to **check with your counselor**.

**In Scoir you will also be asked to complete a FERPA release.**

**Be sure the answers on both releases are the same!**

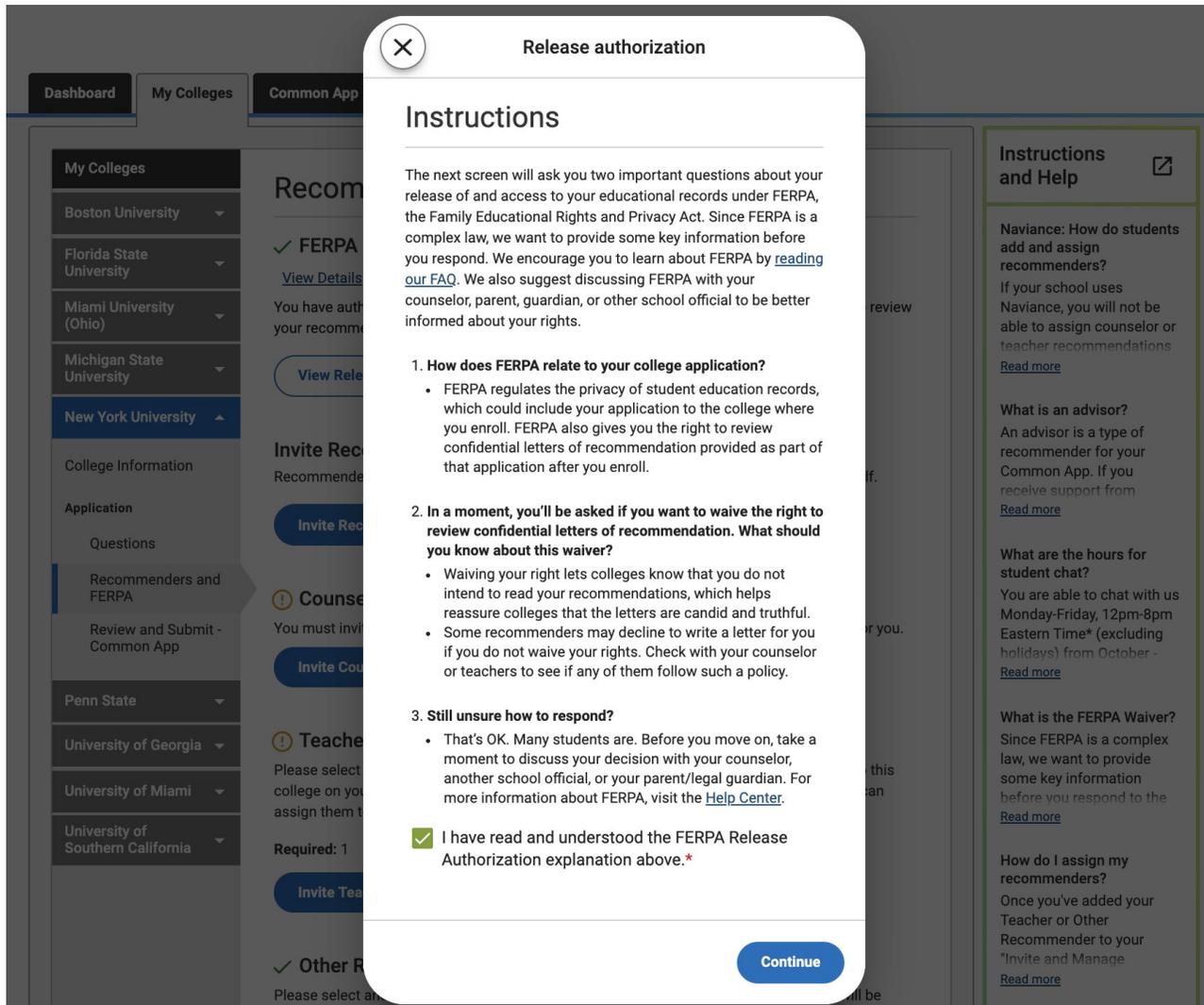
The screenshot shows the SCOIR Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'My Colleges' tab is active, and a sidebar on the left lists various colleges and application steps. The 'Recommenders and FERPA' step is highlighted with an orange box. The main content area is titled 'Recommenders & FERPA' and contains the following sections:

- FERPA Release Authorization:** A green checkmark icon and the text 'FERPA Release Authorization' are enclosed in an orange box. Below it is a 'View Details' link with a dropdown arrow.
- Invite Recommenders:** A section with the heading 'Invite Recommenders' and the text 'Recommenders are people who will submit forms and information to colleges on your behalf.' Below this is a blue button labeled 'Invite Recommenders'.
- Counselor:** A section with a yellow warning icon, the heading 'Counselor', and the text 'You must invite a school Counselor who will complete the School Report and other forms for you.' Below this is a blue button labeled 'Invite Counselor'.
- Teacher:** A section with a yellow warning icon, the heading 'Teacher', and the text 'Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.'

# FERPA in Common App

The first screen will have instructions explaining what the release is with a checkbox indicating that you have read and understood the FERPA release authorization.

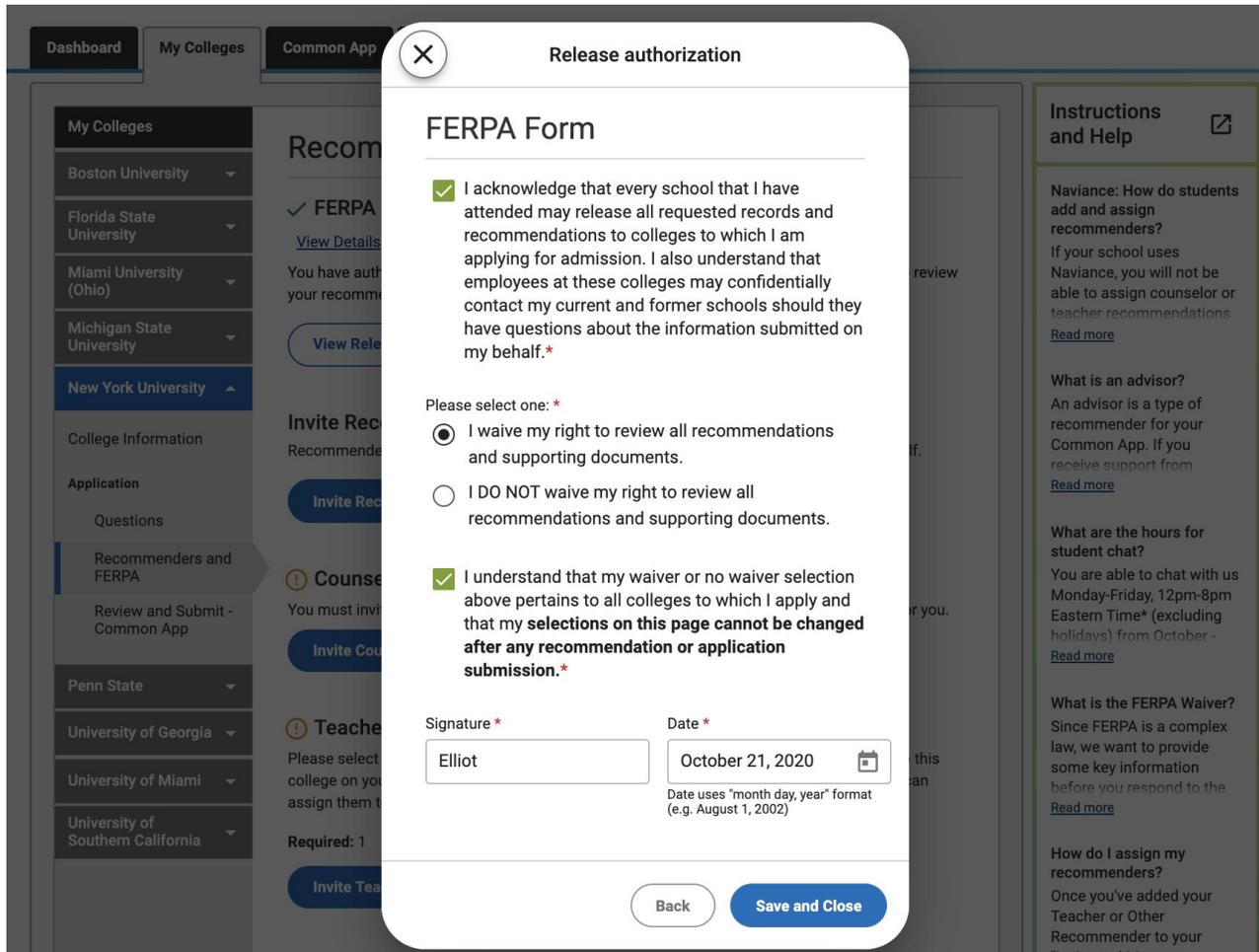
- ☐ Check the Box and hit “Continue”



# FERPA in Common App

The second screen will ask you to complete the authorization.

- ☐ Check the boxes, choose one of the bubbles, add your digital signature and the date, and choose “Save and Close”



# FERPA in Scoir

If your counselor has the FERPA waiver enabled in Scoir, you will be prompted upon login to complete the FERPA waiver and release. One waiver is for your high school and the other is for the college.

- ❑ Click “Get Started”
- ❑ Choose the bubble to either Grant or Not Grant the waiver
- ❑ Choose “Sign and Continue” to complete both documents



## Get more out of Scoir

To improve your experience with SCOIR, we recommend completing the items below before you continue exploring.

### FERPA Release

This release is important for your counselor when they begin sending your application documents to colleges.

### FERPA Waiver

This waiver is important for colleges when you start applying.

Get started



# Recommendations in Common App

As a part of your application, you may be required to invite a **Counselor Recommender** and **Teacher Recommenders**.

If a recommender is listed as *optional*, it is advised that you add the recommender; however, you should always **check with your counselor first**.

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

**My Colleges**

- Boston University
- Florida State University
- Woods Hole Oceanographic Institution
- Michigan State University
- New York 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**  
You must invite a school Counselor who will complete the School Report and other forms for you.

**Invite Counselor**

⚠ **Teacher**  
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

# Counselor Recommendations

When adding your recommender, it is important to only include their first name and last name. This tells the college that your documents will be coming from outside of the Common App.

- ❑ Choose Invite Counselor
- ❑ Add your counselor's First Name and Last Name ONLY and choose "Invite"

Recommenders & FERPA

✓ FERPA Release

[View Details](#) ^

You have authorized your recommender to share your recommendation with the college.

[View Release Authority](#)

Invite Recommender

Recommenders are invited to provide recommendations on your behalf.

[Invite Recommender](#)

! Counselor

You must invite a counselor to provide recommendations on your behalf.

[Invite Counselor](#)

! Teacher

Please select and assign a teacher to provide recommendations on your behalf.

Please select and assign a teacher to provide recommendations on your behalf.

Required: 1 Optional: 1

Cancel Invite

# Counselor Recommendations

Once you have entered your counselor information, you will see a warning indicating you must download all PDF forms and provide them to the associated recommender.

**You can ignore this message. All of your forms will be completed in Scoir.**

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

## Recommenders & FERPA

**⚠️ Please download all PDF forms and provide them to the associated recommender to complete.**

[Why am I seeing this?](#)

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

**Invite Recommenders**  
 Recommenders are people who will submit forms and information to colleges on your behalf.

**Invite Recommenders** | **Manage Recommenders**

✓ **Counselor**  
 Your counselor has opted to submit paper evaluation forms instead of completing forms online. For any counselor form shown below, you will need to print and provide it to your counselor so that it can be completed on paper and mailed to each college to which you apply.

**School Counselor**  
 School Counselor  
 Invited on 10/28/2020

**PDF Forms**

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

# Teacher Recommendations

- ❑ Choose Invite Teacher
  - ❑ Add your Teacher's Subject, First Name, and Last Name ONLY
  - ❑ Choose if you would like the teacher to complete an evaluation (letter of rec)
    - ❑ Choose "Invite"

The screenshot shows a mobile application interface with a modal window titled "Invite Teacher". The modal contains the following fields and options:

- Email Address:** A text input field with three red 'X' marks over it, indicating it is not required.
- Subject \*:** A dropdown menu with the text "Choose an option" and a red exclamation mark icon. Below it is the text "Please complete this required question." This field is highlighted with an orange box.
- Title:** A dropdown menu with the text "Choose an option" and a downward arrow.
- First Name \*:** A text input field with a red exclamation mark icon. Below it is the text "Please complete this required question." This field is highlighted with an orange box.
- Last Name \*:** A text input field with a red exclamation mark icon. Below it is the text "Please complete this required question." This field is highlighted with an orange box.
- Evaluation Question:** A section titled "Would you like this teacher to complete an evaluation for your New York University application? \*" with two radio button options: "Yes" (selected) and "No".
- Buttons:** "Cancel" and "Invite" buttons at the bottom.

The background shows a "Recommendations" page with sections for FERPA Release, Invite Recommendation, Counselor, and Teacher.

# Teacher Recommendations

Once you have entered your teacher's information, you will be prompted to download a PDF.

**You can ignore this as your teacher will complete their recommendation in Scoir.**

## ✓ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

**Required: 0    Optional: 1**

### Math Teacher

Math

Assigned on 10/28/2020



Teacher Evaluation

[PDF Form](#)

## ✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- College Access Counselor

**Required: 0    Optional: 1**

[Invite Other Recommender](#)

# Other Recommender

As a part of your application, you may be able to invite an **Other Recommender**.

If a recommender is listed as *optional*, it is advised that you add the recommender; however, you should always **check with your counselor first**.

---

**When inviting other recommenders, you may choose to either:**

**a) Invite them via the Common App and include all information: They will receive an email inviting them to upload their recommendation which will be delivered to the college via Common App.**

**Or**

**b) Ask them to provide the recommendation to your counselor: Your counselor will upload the document into Scoir to be sent along with the other application documents**

The screenshot shows a mobile application interface for inviting an 'Other Recommender'. The background is a dark grey screen with a white modal window in the foreground. The modal window has a title bar with a close button (X) and the text 'Invite Other Recommender'. Below the title bar, there are four input fields: 'Email Address' (a text box), 'Relationship \*' (a dropdown menu with 'Choose an option' selected), 'Title' (a dropdown menu with 'Choose an option' selected), and 'First Name \*' (a text box). Below these is a 'Last Name \*' text box. At the bottom of the modal, there are two buttons: 'Cancel' (white with a grey border) and 'Add' (blue with white text). In the background, the 'Other Recommender' section is visible, showing a checkmark, a title, a paragraph of instructions, and a list of recommender types. There are also buttons for 'Invite Other Rec' and 'Invite Advisor'.

# Recommendations in Scoir

- ☐ Login to your Scoir account
- ☐ Make sure all of the schools you are applying to in Common App have been added your Applying List (WHY!!!)

The screenshot shows the 'My Colleges' page in the Scoir application. The page is divided into four main columns:

- Suggested (2):** Schools you may like. Includes Florida College and New Jersey Institute of Technology.
- Following (9):** Schools you like. Includes Emory University, Johns Hopkins University, Lafayette College, Northeastern University, Princeton University, Rice University, Seton Hall University, and Skidmore College. A hand cursor is pointing at Lafayette College.
- Applying (19):** Applications in Progress. Includes Florida International University, University of North Carolina at Asheville, Humboldt State University, and University of California (Berkeley).
- Applied (9):** Submitted Applications. Includes Abilene Christian University, Boston College, and University of Miami.

An orange arrow points from Lafayette College in the 'Following' column to its entry in the 'Applying' column, indicating the transition from following to applying.

# Recommendations in Scoir

## ☐ Choose Application Documents

Suggested (2) Schools you may like	Following (9) Schools you like	Applying (19) Applications in Progress	Applied (9) Submitted Applications
<p>Florida College Temple Terrace, FL</p> <p>1135 Avg ACT 23 Accept. Rate 74% Admitted by Ben Cooper</p> <p>New Jersey Institute of Technology Newark, NJ</p> <p>1275 Avg ACT 26 Accept. Rate 61% Admitted by Mr. Vernon</p>	<p><a href="#">Add a College</a></p> <p> Emory University Atlanta, GA</p> <p> Johns Hopkins University Baltimore, MD Reach ●</p> <p> Lafayette College Easton, PA Possible ●</p> <p> Northeastern University Boston, MA Reach ●</p> <p> Princeton University Princeton, NJ Reach ●</p> <p> Rice University Houston, TX Reach ●</p> <p> Seton Hall University South Orange, NJ Possible ●</p> <p> Skidmore College Saratoga Springs, NY</p>	<p><a href="#">Add a College</a></p> <p> Florida International University Miami, FL</p> <p>Priority <b>Nov 1</b> Tasks complete 0/2 Docs sent 2/2</p> <p> University of North Carolina at Asheville Asheville, NC</p> <p>Early Action <b>Nov 15</b> Tasks complete 4/6 Docs sent 5/5</p> <p> Humboldt State University Arcata, CA</p> <p>Regular Decision <b>Nov 30</b> Tasks complete 0/3 Docs sent 0/1</p> <p> University of California (Berkeley) Berkeley, CA</p> <p>Regular Decision <b>Nov 30</b> Tasks complete 0/6 Docs sent 5/5</p>	<p><a href="#">Add a College</a></p> <p>Where are you enrolling? Drop your choice here.</p> <p> Abilene Christian University Abilene, TX</p> <p>Early Action <b>Nov 1</b> <b>Withdrawn</b> Tasks complete 0/3 Docs sent 7 Likely ●</p> <p> Boston College Chestnut Hill, MA</p> <p>Early Action <b>Nov 1</b> <b>Pending</b> Tasks complete 5/6 Docs sent 7/7 Reach ●</p> <p> University of Miami Coral Gables, FL</p> <p>Early Action <b>Nov 1</b> <b>Pending</b> Tasks complete 0/8 Docs downloaded 6/6</p>



# Recommendations in Scoir

- Choose “Request a Recommendation”
- Enter your teacher’s information, the college you would like the recommendation to go to (if your school allows college-specific recommendations), type a message and choose “Send”

The screenshot displays the SCOIR application dashboard with a 'Request Recommendation' modal form open. The background shows a grid of college application cards for various institutions like Northeastern University, Princeton University, Rice University, Seton Hall University, Skidmore College, Humboldt State University, and the University of California (Berkeley). Each card shows application status such as 'Possible', 'Reach', 'Early Action', 'Regular Decision', 'Withdrawn', 'Pending', and 'Likely', along with task completion and document submission counts.

The 'Request Recommendation' modal form contains the following fields and options:

- Teacher\***: A text input field with the placeholder 'Staff name - e.g. John Smith' and a search icon.
- Requesting for a Specific College?
- Subject\***: A text input field with the placeholder 'Request for Recommendation'.
- Message\***: A larger text input field with the placeholder 'Type your message ...'.
- Buttons: 'Cancel' and 'Send'.

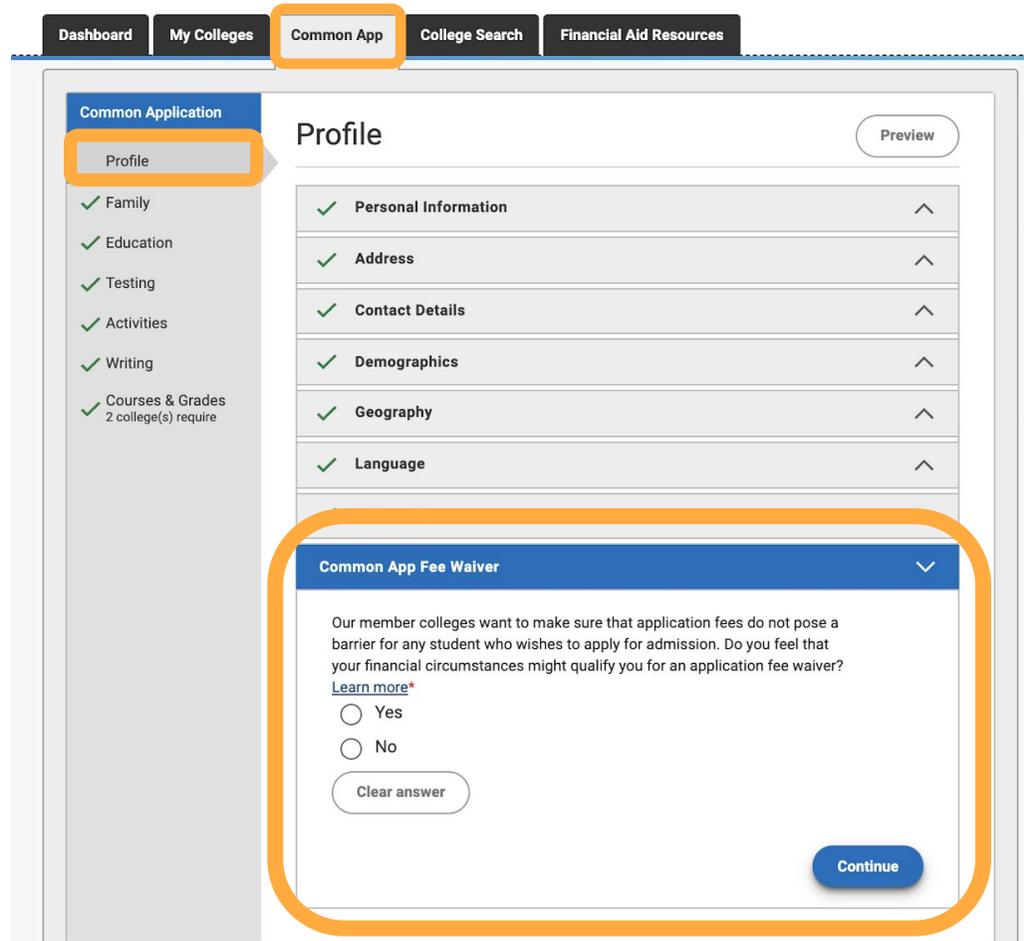
# Fee Waivers

If you're applying to a college using a **Common App Fee Waiver** or a **College-Specific Fee Waiver**, you must complete the fee waiver section in your Common App.

You must also request a **Fee Waiver** in Scoir so your counselor knows to sign and send a copy of this document with your application.

# Fee Waivers in Common App

Once you've created a Common App account, you will be able to access the **Profile** section of the Common App tab; there will be multiple sections to complete. This guide will focus on **Common App Fee Waiver**.



# Fee Waivers in Common App

If you believe you qualify to have your application fees waived:

- Click Yes to initiate the fee waiver.**

**You will need to complete the fee waiver both in Common App and in Scoir.**

The screenshot displays the Common App interface. At the top, a navigation bar includes 'Dashboard', 'My Colleges', 'Common App' (highlighted with an orange box), 'College Search', and 'Financial Aid Resources'. On the left, a sidebar under 'Common Application' lists sections: Profile (highlighted with an orange box), Family, Education, Testing, Activities, Writing, and Courses & Grades (with a note '2 college(s) require'). The main content area is titled 'Profile' and features a 'Preview' button. Below the profile sections (Personal Information, Address, Contact Details, Demographics, Geography, Language), a 'Common App Fee Waiver' section is highlighted with a large orange rounded rectangle. This section contains the following text: 'Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver?' followed by a link 'Learn more\*'. Below the text are two radio button options: 'Yes' and 'No'. A hand icon is pointing to the 'Yes' radio button. A 'Clear answer' button is located below the radio buttons. At the bottom right of the section is a blue 'Continue' button.

# Fee Waivers in Common App

- ☐ Check any of the boxes that describe your situation
  - ☐ Add your digital signature
  - ☐ Click “Continue”

✓ Geography
^

✓ Language
^

✓ Citizenship
^

Common App Fee Waiver
∨

Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver?  
[Learn more\\*](#)

Yes  
 No

Clear answer

You must meet at least one of the following indicators of economic need to qualify for an application fee waiver. Select all that apply.\*

- I have received or am eligible to receive an ACT or SAT testing fee waiver
- I am enrolled in or am eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL)
- My annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
- I am enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
- My family receives public assistance
- I live in federally subsidized public housing, a foster home or am homeless
- I am a ward of the state or an orphan
- I can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader

I certify that I understand and meet the eligibility requirements to request an admission application fee waiver. I also understand if I am a first year student my counselor will be asked to verify my eligibility.

Fee Waiver signature:\*

Elliot

I would like to receive information from [Strive for College](#) (US residents only)

Yes  
 No

Clear answer

Continue

# Fee Waivers in Scoir

☐ In Scoir, choose Application Documents

Suggested (2) Schools you may like	Following (9) Schools you like	Applying (19) Applications in Progress	Applied (9) Submitted Applications
<p>Florida College Temple Terrace, FL</p> <p>1135 Avg ACT 23 Accept. Rate 74% Admitted by Ben Cooper</p> <p>New Jersey Institute of Technology Newark, NJ</p> <p>1275 Avg ACT 26 Accept. Rate 61% Admitted by Mr. Vernon</p>	<p><a href="#">Add a College</a></p> <p> Emory University Atlanta, GA</p> <p> Johns Hopkins University Baltimore, MD Reach ●</p> <p> Lafayette College Easton, PA Possible ●</p> <p> Northeastern University Boston, MA Reach ●</p> <p> Princeton University Princeton, NJ Reach ●</p> <p> Rice University Houston, TX Reach ●</p> <p> Seton Hall University South Orange, NJ Possible ●</p> <p> Skidmore College Saratoga Springs, NY</p>	<p><a href="#">Add a College</a></p> <p> Florida International University Miami, FL</p> <p>Priority <b>Nov 1</b> Tasks complete 0/2 Docs sent 2/2</p> <p> University of North Carolina at Asheville Asheville, NC</p> <p>Early Action <b>Nov 15</b> Tasks complete 4/6 Docs sent 5/5</p> <p> Humboldt State University Arcata, CA</p> <p>Regular Decision <b>Nov 30</b> Tasks complete 0/3 Docs sent 0/1</p> <p> University of California (Berkeley) Berkeley, CA</p> <p>Regular Decision <b>Nov 30</b> Tasks complete 0/6 Docs sent 5/5</p>	<p><a href="#">Add a College</a></p> <p>Where are you enrolling? Drop your choice here.</p> <p> Abilene Christian University Abilene, TX</p> <p>Early Action <b>Nov 1</b> <b>Withdrawn</b> Tasks complete 0/3 Docs sent 7 Likely ●</p> <p> Boston College Chestnut Hill, MA</p> <p>Early Action <b>Nov 1</b> <b>Pending</b> Tasks complete 5/6 Docs sent 7/7 Reach ●</p> <p> University of Miami Coral Gables, FL</p> <p>Early Action <b>Nov 1</b> <b>Pending</b> Tasks complete 0/8 Docs downloaded 6/6</p>



# Fee Waivers in Scoir

- ❑ In Scoir, choose Application Documents
- ❑ Under Fee Waiver Request, choose Request & Sign
  - ❑ Click the checkbox to certify consent
  - ❑ Choose, “Save & Sign”

Application Documents

Teacher Recommendation Status

TEACHER	STATUS	ACTIONS
John Math	Created Jun 13, 2019	
Mary Biology	Created Oct 3, 2019	
Tom Physics	Created Jun 13, 2019	

Request a Recommendation

Fee Waiver Request [↓](#)

Students who have limited financial resources may request a fee waiver when applying for college.

Request & Sign

Close

Sign Fee Waiver

**Economic Need** – Students who have limited financial resources may request a fee waiver when applying for college. You are eligible for Fee Waivers if you meet any of the following indicators.

- You have received or are eligible to receive an ACT or SAT testing fee waiver
- You are enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL)
- Your annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
- You are enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
- Your family receives public assistance
- You live in a federally subsidized public housing, a foster home or are homeless
- You are a ward of the state or an orphan
- You can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader

**Certification and Consent**

I certify that I have reviewed, understand, and meet the eligibility requirements to request an admissions application fee waiver.

Additionally, I understand that when I click the "Save and Sign" button below, I will be affixing my digital signature to this fee waiver document.

Cancel Save & Sign

# Fee Waivers in Scoir

You can check the status of the Fee Waiver by clicking **Application Documents**.

My Profil
Application Documents ✕

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Teacher Recommendation Status

TEACHER	STATUS	ACTIONS
John Math	Created Oct 18, 2019	
John Math	Created Oct 15, 2020	American University
John Math	Declined by Teacher Oct 20, 2020	University of Virginia (Main Campus)
	"I apologize but I will not be able to provide a recommendation. Please see me if you have any questions."	
John Math	Created Oct 15, 2020	University of North Carolina at Asheville
Mary Biology	Created Jun 17, 2019	

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Fee Waiver Request [↓](#)

Students who have limited financial resources may request a fee waiver when applying for college.

PERSON	STATUS
Mr. Vernon	Signed Oct 13, 2020
Winnie Cee	Pending Signature

Sign Agreement

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Colby Decision Contract Status

PERSON	STATUS
Winnie Cee	Signed Oct 30, 2020
Ben Cooper	Pending Signature
a b	Awaiting Parent Signature

Close