



Instructions for completing The Common Application when your high school is using Scoir

This guide shows students how to complete the **Recommenders**, **Fee Waiver**, and **Early Decision** sections of The Common Application when their high school is using Scoir to manage all application documents.

Recommenders

When completing the **Education** section of your Common App profile, you will be prompted to enter your Counselor's name and contact info. Since your counselor is using SCOIR to send your transcripts and recommendations, **be sure to leave Counselor's email and Counselor's phone fields <blank>**. This will prevent confusion and misrouting of school documents needed to complete your application.

The image shows a screenshot of the Common App 'Education' section. The page title is 'Education' and it includes a 'Video Tutorials' button. The main heading is 'Current or Most Recent Secondary/High School'. Below this, there are fields for 'Date of entry*', 'Is this a boarding school?*', 'Did or will you graduate from this school?*', and 'Graduation date*'. There are also checkboxes for 'Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.*'. The 'Counselor's' information section includes fields for 'Counselor's prefix', 'Counselor's first name*', 'Counselor's middle initial', 'Counselor's last name*', 'Counselor's job title*', 'Counselor's email', and 'Counselor's phone'. Red arrows point to the 'Counselor's first name*' field (labeled 'complete'), 'Counselor's last name*' field (labeled 'complete'), 'Counselor's job title*' field (labeled 'complete'), 'Counselor's email' field (labeled 'LEAVE BLANK'), and 'Counselor's phone' field (labeled 'optional'). The 'Counselor's email' field is highlighted with a red box. A 'Continue' button is at the bottom right.

Common Application

- ✓ Profile
- ✓ Family
- ✓ Education
- ✓ Testing
- ✓ Activities
- Writing
- ✓ Courses & Grades
1 college(s) require

Education

Video Tutorials

Current or Most Recent Secondary/High School

Current or most recent secondary/high school *

[Change](#) [Remove](#)

Date of entry*
date
Date should be entered in the Month Year format.

Is this a boarding school?*

Yes
 No

[Clear Answer](#)

Did or will you graduate from this school?*

Yes
 No

[Clear Answer](#)

Graduation date*
date
Date should be entered in the Month Year format.

Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.*

Did or will graduate early
 Did or will graduate late
 Did or will take time off
 Did or will take gap year
 No change in progression

Counselor's prefix
Choose an option

Counselor's first name*
First Name

Counselor's middle initial

Counselor's last name*
Last Name

Counselor's job title*
Counselor

Counselor's email

Counselor's phone
+1 000-000-000 Ext, if.
Phone number includes Country Code, Phone Number and Extension (optional).

[Continue](#)

complete

complete

complete

LEAVE BLANK

optional

When completing your first college application, the **Recommenders and FERPA** section might require you to invite a Counselor recommender and one or more Teacher recommenders.

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

My Colleges

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

Writing Supplement

Questions

Review and Submit - Writing Supplement

Recommenders & FERPA

✓ **FERPA Release Authorization**

[View Details](#) ▾

Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

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.

Required: 2 Optional: 0

Invite Teacher

Click "Invite Counselor" (if required) and complete the pop-up form. Be sure to **leave the email address field BLANK**.

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

My Colleges

Recommendations & FERPA

✓ FERPA Release Authorization
[View Details](#)

Invite Recommendations
Recommendations are people who can recommend you for college. Check out our [video about recommendations](#).

Invite Recommendations

Counselor
You must invite a school counselor for each college you are applying to.
Invite Counselor

Teacher
Please select and assign a teacher for each college on your behalf. You can assign them to this college or another college.
Invite Teacher

Invite Counselor

Title
Choose an option

First Name *
First Name

Last Name *
Last Name

Email Address
<<leave blank>>

Cancel **Invite**

You'll then be instructed to provide various PDF forms to your counselor. **You do NOT need to provide these forms.** Your counselor will access and complete these forms within Scoir.

The screenshot shows the Scoir dashboard with a navigation bar at the top containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar has a 'My Colleges' section with a sub-menu where 'Recommendations and FERPA' is selected. The main content area is titled 'Recommendations & FERPA' and contains the following sections:

- ✓ FERPA Release Authorization**
[View Details](#) ▾
- Invite Recommenders**
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).
[Invite 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.
Mary Smith
School Counselor
Invited on 08/05/2019
- PDF Forms**
 - [Fee Waiver](#)
 - [School Report](#)
 - [Counselor Recommendation](#)
 - [Optional Report](#)
 - [Mid Year Report](#)
 - [Final Report](#)

Ignore. Your counselor will complete these forms in Scoir.

Click "Invite Teacher" (if required) and complete the pop-up form. Be sure to **leave the email address field BLANK**. Depending on the number of teacher recommendations required, you might need to invite multiple teachers.

The screenshot displays a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'My Colleges', 'College Information', 'Application', 'Questions', 'Recommenders and FERPA', 'Review and Submit - Common App', 'Writing Supplement', 'Questions', and 'Review and Submit - Writing Supplement'. The main content area is titled 'Recommenders & FERPA' and contains a 'FERPA Release Authorization' section with a 'View Details' link. Below this, there are three sections: 'Invite Recommenders', 'Counselor', and 'Teacher'. The 'Teacher' section has a warning icon and the text 'Please select and assign college on your behalf. You must assign them to this college.' Below this, it says 'Required: 2 Optional:' and has an 'Invite Teacher' button. A red dashed box highlights this button. The foreground shows the 'Invite Teacher' pop-up form with the following fields: 'Subject *' (dropdown menu with 'Select subject'), 'Title' (dropdown menu with 'Choose an option'), 'First Name *' (text input with 'First Name'), 'Last Name *' (text input with 'Last Name'), and 'Email Address' (text input with '<<leave blank>>'). At the bottom of the form are 'Cancel' and 'Invite' buttons.

After “inviting” a teacher, you’ll still be prompted to assign specific teacher(s) to each individual application.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

College Information

Application

Questions

Recommendations and FERPA

Review and Submit - Common App

Writing Supplement

Questions

Review and Submit - Writing Supplement

Recommendations & FERPA

✓ FERPA Release Authorization

[View Details](#) ▾

Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

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.

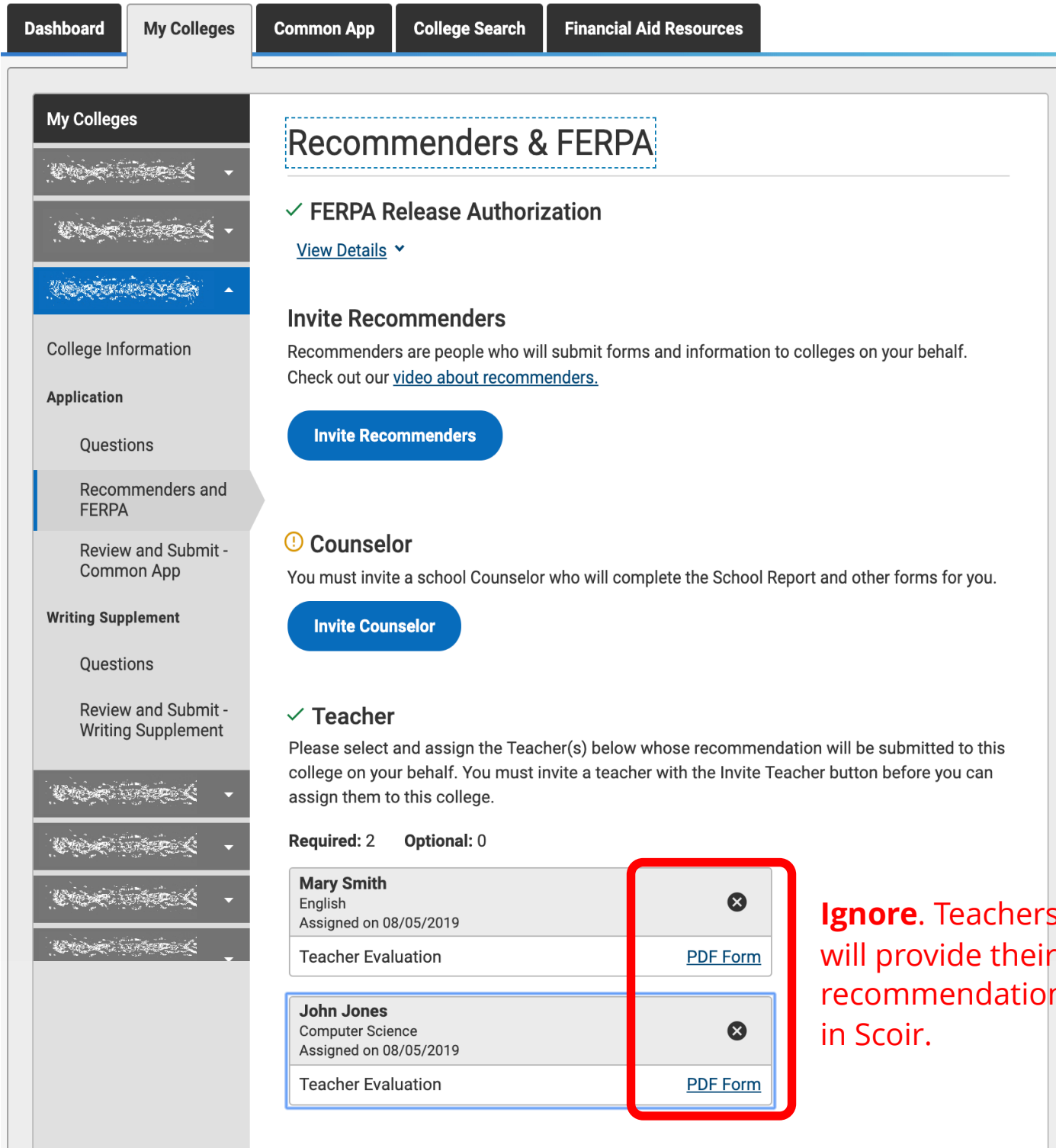
Required: 1 Optional: 2

Choose a recommender ▾ **Assign**

Invite Teacher



You'll then be instructed to provide a Teacher Evaluation PDF form to your teachers. **You do NOT need to provide this form.** Your teachers will provide their recommendations within Scoir.



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

My Colleges

College Information

Application

Questions

Recommendations and FERPA

Review and Submit - Common App

Writing Supplement

Questions

Review and Submit - Writing Supplement

Recommendations & FERPA

✓ **FERPA Release Authorization**

[View Details](#) ▾

Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

[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.

Required: 2 Optional: 0

Mary Smith English Assigned on 08/05/2019	<input type="checkbox"/>
Teacher Evaluation	PDF Form
John Jones Computer Science Assigned on 08/05/2019	<input type="checkbox"/>
Teacher Evaluation	PDF Form

Ignore. Teachers will provide their recommendations in Scoir.

If inviting **Other Recommenders**, you can choose to either:

- (a) invite them via the Common App, in which case they will receive an email prompting them to upload their recommendations to Common App, which will deliver it along with your submitted applications.
- (b) ask them to provide the recommendation to your counselor, in which case your counselor will upload the document into Scoir, which will deliver it to all colleges to which you are applying (*provided they accept "other recommendations"*).

The screenshot shows the Scoir interface with a navigation bar at the top containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar has a 'My Colleges' section with several college entries, and a 'College Information' section with 'Application', 'Questions', 'Recommenders and FERPA', 'Review and Submit - Common App', and 'Writing Supplement' options. The main content area is titled 'Recommenders & FERPA' and is divided into two sections: 'Teacher' and 'Other Recommender'. The 'Teacher' section includes a warning icon, instructions to select and assign teachers, and a blue 'Invite Teacher' button. The 'Other Recommender' section is highlighted with a red box and includes a checkmark icon, instructions to select and assign other recommenders, a list of accepted recommender types (Arts Teacher, Clergy, Coach, College Access Counselor, Employer, Family Member, Peer, Other), and a blue 'Invite Other Recommender' button. A modal window titled 'Invite Other Recommender' is open, showing a close button (X), a 'Title' dropdown menu with 'Choose an option', and input fields for 'First Name *', 'Last Name *', and 'Email Address'. At the bottom of the modal are 'Cancel' and 'Invite' buttons.

Login to Scoir, go to **My Colleges** and be sure to add your Common App colleges to the **Applying** section

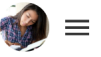
SCOIR

College Search

My Colleges

My Profile

13



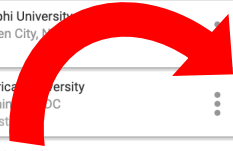
Request Recommendation sort by **Deadline**

Suggested (5)
Schools you may like

- Arcadia University**
Glenside, PA
Avg SAT **1170** Avg ACT **25** Accept. Rate **62%**
Suggested by Dad McConahy
- Babson College**
Wellesley, MA
Avg SAT **1335** Avg ACT **28** Accept. Rate **24%**
Suggested by Counselor McCloskey
- Johns Hopkins University**
Baltimore, MD
Avg SAT **1525** Avg ACT **33** Accept. Rate **13%**
Suggested by Dad McConahy

Following (16)
Schools you like

- [Add a College](#)
- Adelphi University**
Garden City, NY
 - American University**
Washington, DC
Realist
 - Elon University**
Elon, NC
Stretch
 - Fayetteville State University**
Fayetteville, NC
Likely
 - Goucher College**
Baltimore, MD
Likely
 - High Point University**
High Point, NC
Stretch



Applying (7)
Applications in Progress

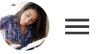
- [Add a College](#)
- University of Pennsylvania**
Philadelphia, PA
Regular Decision **Jan 5**
Pending Acknowledgement
 - Davidson College**
Davidson, NC
Early Decision **Nov 15**
Tasks complete **0/5** Docs sent **6/6**
Stretch
 - College of William and Mary**
Williamsburg, VA
Regular Decision **Jan 1**
Tasks complete **0/9** Docs sent **0/3**
Stretch

Applied (3)
Submitted Applications

- Where are you enrolling?**
Drop your choice here.
- Duke University**
Durham, NC
Regular Decision **Jan 2** **Pending**
Tasks complete **0/6** Docs sent **0/5**
Stretch
 - Bucknell University**
Lewisburg, PA
Regular Decision **Jan 15** **Accepted**
Tasks complete **4/6** Docs sent **0/4**
Stretch

Not Interested [View \(6\)](#)

While on the **My Colleges** page, click **Request Recommendations** and enter the name of your teacher(s) from whom you are requesting a letter of recommendation.



Request Recommendation

Teacher*

Type in teacher's name and select from list

Subject*

Request for Recommendation

Message*

Include personal note to your teacher

Cancel Send

Applied (3)
Submitted Applications

are you enrolling?
Drop your choice here.

Duke University
Durham, NC

Regular Decision **Jan 2** **Pending**
Tasks complete 0/6 Docs sent 0/5
Stretch

Bucknell University
Lewisburg, PA

Regular Decision **Jan 15** **Accepted**
Tasks complete 4/6 Docs sent 0/4
Stretch

Not Interested View (6)

Early Decision Applications

If you're applying Early Decision to a college, you will be required to acknowledge and agree to the terms of an Early Decision Agreement. This document also needs to be signed by a parent/guardian and your high school counselor. In Scoir, you can download an "ED Contract" document to sign and have a parent/ guardian sign, then deliver to your counseling office so they can easily send it along with all other application-related documents.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

Questions Video Tutorials

General

The questions on this page are being asked by [redacted]

Entry term*

Fall 2020

Preferred admission plan*

Early Decision

Do you intend to pursue need-based financial aid?*

Yes

No

Clear Answer

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.*

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 [redacted]. I also understand that with an Early Decision offer of admissions, this institution may share my name and my early commitment with other institutions.

ED Signature*

Do you intend to use one of these school-specific fee waivers?*

Choose an option

Continue

Fee Waivers

If you're applying to a college using a Common App Fee Waiver or a college-specific fee waiver, you must complete this section in your Common App profile so colleges know not to charge you an application fee. However, you must also request a Fee Waiver in Scoir so your counselor knows to send a copy of this document to the colleges to which you are applying.

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

Common Application

- Profile
- ✓ Family
- ✓ Education
- ✓ Testing
- ✓ Activities
- Writing
- ✓ Courses & Grades
1 college(s) require

Profile Video Tutorials

- ✓ Personal Information
- ✓ Address
- ✓ Contact Details
- ✓ Demographics
- ✓ 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:*

Jane Doe

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

Yes
 No

Clear Answer

Continue

When submitting your application, you'll see this note informing you that no payment is required. However, **be sure to indicate in Scoir that you're applying with a Fee Waiver**. Colleges might consider your application *incomplete* without payment or a corresponding fee waiver.

The screenshot shows the Scoir application submission interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The main content area is titled "Application Submission" and includes a progress indicator with three steps: 1 Final Review, 2 Payment, and 3 Signature & Submission. A modal window titled "Review and Submit" is open, displaying an information message: "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." The modal has "Back" and "Continue" buttons. Below the modal, the text states: "Northwestern University requires the personal essay and the essay will be included in your application. You can review the essay in Step One of the submission process during the final review of your application." A "Review and Submit" button is visible at the bottom right of the page.

HELP, I INCLUDED EMAIL ADDRESSES WHEN ADDING MY RECOMMENDERS

If you included an email address when adding your school counselor and/or teachers as *Recommenders*, that's OK. As long as they haven't submitted their recommendations, you can still uninvite them. You can do this by going into any application on your My Colleges page and clicking "**Manage Recommenders**".

The screenshot shows the 'My Colleges' section of a web application. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar lists various options under 'My Colleges', with 'Recommenders and FERPA' selected. The main content area is titled 'Recommenders & FERPA' and includes a 'FERPA Release Authorization' section, an 'Invite Recommenders' section with a 'Manage Recommenders' button highlighted by a red hand cursor, and two sections for managing recommenders: 'Counselor' and 'Teacher'. The 'Counselor' section shows a table with columns for name, role, and status. The 'Teacher' section shows a table with columns for name, role, and status.

Counselor	
Mary Johnson School Counselor Invited on [redacted]	
Fee Waiver	Started [redacted]
School Report	Started [redacted]
Counselor Recommendation	Not Started ✓
Optional Report	
Mid Year Report	
Final Report	

Teacher	
Jane Jones Social Studies Assigned on [redacted]	
Teacher Evaluation	Started ✓

You'll then see an overlay pop-up window listing all your Recommenders. Go to your counselor's and/or teacher's tile a click the **"Delete" icon**. You'll then be prompted to confirm this action.

The image shows a user interface for managing recommenders. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The main content area is titled "Recommenders & FERPA" and contains a "Manage Recommenders" pop-up window. This window lists four recommenders: Jane Jones (Teacher), Mary Doe (Parent), Mary Johnson (Counselor), and John Jones (Teacher). Each tile includes a status (Invited, Submitted, or Offline) and a "Delete" button. Red boxes highlight the "Teacher" and "Counselor" roles for Jane Jones and Mary Johnson, respectively. Red dashed boxes and arrows indicate the user clicking the "Delete" buttons for Jane Jones and Mary Johnson. A confirmation dialog is shown in the foreground, asking: "Permanently deleting this recommender will also remove them from any college to which they are assigned. Would you still like to delete this recommender?" with "Cancel" and "Delete" options.

Name	Role	Status	Action
Jane Jones	Teacher	Invited	Delete
Mary Doe	Parent	Submitted	Delete
Mary Johnson	Counselor	Invited	Delete
John Jones	Teacher	Offline	Delete

Confirmation Dialog:

Permanently deleting this recommender will also remove them from any college to which they are assigned. Would you still like to delete this recommender?

Buttons: Cancel, Delete

Now that your counselor and/or teacher is deleted from your list of Recommenders, you'll need to again click *Invite Counselor* and/or *Invite Teacher*. This time, **leave the Email Address field <<blank>>**.

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

My Colleges

Recommenders & FERPA

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

Invite Recommenders
Recommenders are people who...
Check out our [video about reco](#)

Invite Recommenders

Counselor
You must invite a school Couns...

Invite Counselor

Teacher
Please select and assign the Te...
college on your behalf. You mus...
assign them to this college.

Required: 2 **Optional: 0**

Invite Teacher

Invite Counselor

Title
Choose an option ▾

First Name *
First Name

Last Name *
Last Name

Email Address
<<leave blank>>

Cancel **Invite**

You'll then be instructed to provide various PDF forms to your *Recommenders*. **You do NOT need to provide these forms.** Your counselor and/or teacher will access and complete these forms within Scoir.

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

My Colleges

Recommenders & FERPA

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

Invite Recommenders
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

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.

Mary Johnson
School Counselor
Invited on [redacted]

PDF Forms

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

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.

Jane Jones
Social Studies
Assigned on [redacted]

Teacher Evaluation **PDF Form**

Ignore. Your counselor and teachers will complete these forms in Scoir.

If your counselor and/or teachers login to Common App after you've uninvited them, they will see the following screen. (If they've been invited by other students, your name will just no longer show as one of their *Students*.)



Welcome, Jane!
2019-2020



Sign Out

About Your Account

This account is not yet associated with a Common App online recommender role. You will be invited to accept a recommender role as soon as the first student invites you from his/her Common App account (you will receive an email from us alerting you to this invitation).

If you are a teacher or counselor and your school uses one of our [partner solutions](#) for letters and transcripts, you will use that system instead of Common App to submit your teacher and counselor materials. You should only use this Common App account if a student invites you as an Other Recommender.

If you believe that you have reached this page in error, please contact the Solutions Center.

CONGRATULATIONS!

You're now able to complete and submit your Common Application without causing confusion for your counselors and teachers.

Have any questions or concerns?
Drop us a note and we'll get back to you ASAP!

SCOIR
support@scoir.com