

# USING SCHOOLINKS

For College Applications

ALL COLLEGES YOU ARE APPLYING TO  
MUST BE ENTERED IN SCHOOLINKS!

LOG IN & CLICK "COLLEGES" --> "COLLEGE APPLICATIONS"

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## APPLICATION SET UP (FIRST TIME ONLY)

### Complete Personal Details

- Enter home and email address

### Complete Fee Waiver Eligibility

- If you qualify for an application fee waiver, indicate so here. Otherwise, check "none of the above apply"

### Complete FERPA Waiver

- We highly recommend you waive your rights.

ADD COMMON  
APP COLLEGES

ADD SCHOOL-SPECIFIC  
APPLICATIONS

## CONNECT YOUR ACCOUNTS

- Click the blue "CONNECT" button to [connect your Common App & SchoolLinks accounts](#). Complete the [FERPA in Common App!](#)

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## ADD APPLICATION

- Click the blue "Add application" button in the upper right hand corner.

## ENSURE YOUR COLLEGES ARE IN SCHOOLINKS

- After connecting your accounts, all colleges listed in your Common App will be in SchoolLinks.

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## SELECT COLLEGE

- Search a college's name and select it.
- Click "Add application"

## PROVIDE APP DETAILS

- Click the pencil to edit an application.
- If the deadline is missing, click the edit pencil and click "Finish Application Setup" (via Common App) to ensure your deadlines are accurate.

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## PROVIDE APP DETAILS

- Indicate Application Method (School-Specific)
- Indicate Application Type (Early Decision, Early Action, Regular Decision, etc.)
- Click "Save application"

## REQUEST TEACHER RECS

- FIRST: Speak with your teacher in-person to make the request
- Click "Add Recommender" and search & select your teacher's name to add the request.

ONLY IF  
REQUIRED  
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## REQUEST TEACHER RECS

- FIRST: Speak with your teacher in-person to make the request
- Click "Request Teacher Recommendation" and search & select your teacher's name to add the request.

## VERIFY TRANSCRIPT REQUEST

- Under "Counselor Documents" ensure there is a "School Report" request. This report will include your official transcript. No further action is required.

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## VERIFY TRANSCRIPT REQUEST

- Under "Counselor Documents" ensure there is an "Initial Transcript" request. No further action is required and your official transcript will be sent.