



# Top 5 Things to Get Started with Your College Applications

SchoolLinks is a one-stop destination for the college application process. Using SchoolLinks simplifies the college application process by having all the steps in one place.

As you begin to access SchoolLinks, here are some quick steps to get you started:

## 1. LOGIN TO SCHOOLINKS & REVIEW INSTRUCTIONS

Review the [SchoolLinks Student College Application Manager Guide](#) for step-by-step instructions.

## 2. COMPLETE YOUR PERSONAL DETAILS

On the left, click on “**Colleges**” then “**College Applications**” and complete the Personal Details, Fee Waiver Eligibility, and FERPA Waiver. Please note that colleges highly recommend waiving your right. Waiving your right informs colleges that you don’t intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. If you choose not to waive your right, recommenders may decline to write a letter for you, and some colleges may disregard letters submitted on your behalf.

## 3. ADD APPLICATIONS

If you are applying through Common App, link your account by clicking Connect. If you are applying outside of Common App, click “Add application” in the top right corner. **Be sure to only add applications for those colleges to which you fully intend to apply.**

## 4. REQUEST LETTERS OF RECOMMENDATION

If your application(s) require letters of recommendation from teachers, please first have a conversation with that teacher before adding them as recommenders. Select the recommendation type as “General” so the letter can be used for multiple applications. Please note: Counselor recommendations are automatically requested if required by the college. Your College Counselor will reach out to you with any additional necessary documents.

## 5. SEND TEST SCORES DIRECTLY FROM THE TESTING AGENCY

When sending test scores to colleges, login to your [ACT](#) or [SAT](#) account to complete this step.