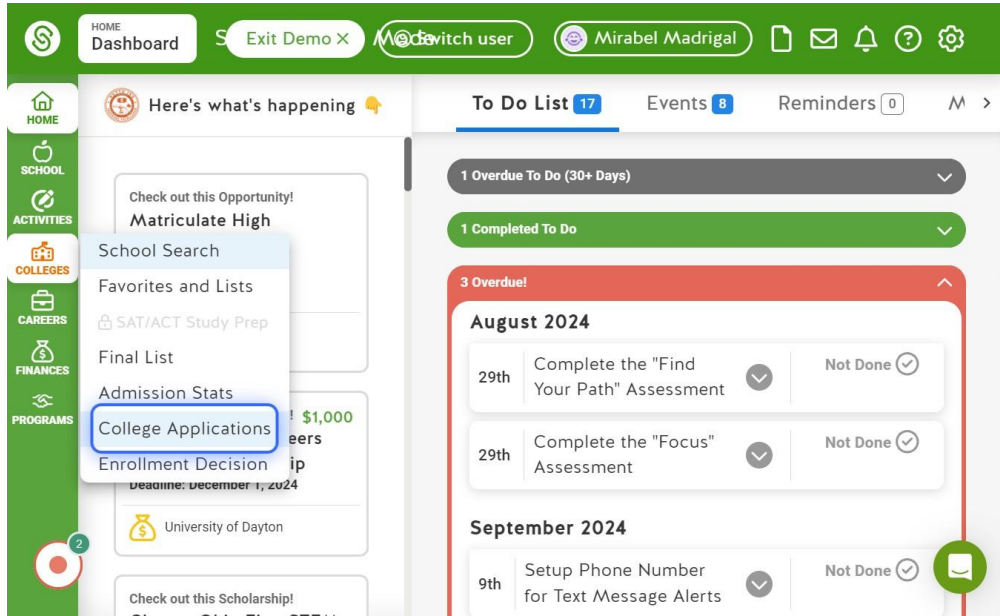


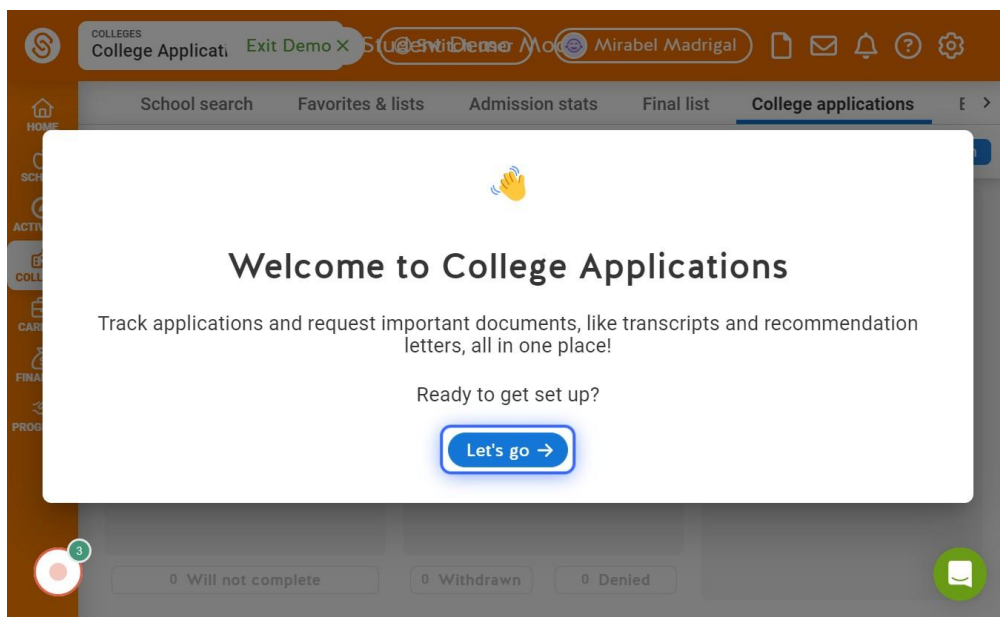
Step 1

Access SchoolLinks through Classlink. Select Colleges from the menu bar on the left. Click on College Applications.



Step 2

When accessing the College Application Manager for the first time, you will need to go through 3 onboarding screens.



Step 3

Fill in all personal information.

Personal information
Use the same information you are using in your college application forms.

Birthdate
MM/DD/YY

Home address
Use the same home address you are using in your college application forms. This is needed for some documents your counselor needs to send to colleges.

Street Address

Apt, suite, etc (optional)

City

State

Step 4

Select one of the circumstances listed below or select "none of the above apply" at the bottom.

Do you qualify for an application fee waiver?
The cost of applying to colleges can add up! Some colleges waive application fees for students who demonstrate financial need.
To see if you qualify, check off any boxes that apply to you.

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home, or is homeless.
- Student is a ward of the state or an orphan.

OR

- None of the above apply.

Step 5

Check the box indicating you understand the FERPA information above.

Complete the FERPA waiver

You might be asking yourself "What's FERPA?" Don't worry, you're not alone! Here's what you need to know:

How does FERPA relate to your college application?

- FERPA gives you the right to review letters of recommendation if you are enrolled in college that saves the recommendations, OR you are 18 or older.

To waive or not to waive?

- Waiving your right lets colleges know 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, some recommenders may decline to write a letter for you, and some colleges may disregard letters submitted on your behalf.

Still unsure how to respond?

- That is OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. You can also read our [FERPA Help Article](#).

I have fully read and understood the FERPA Release Authorization explanation above.

Step 6

Select an option, type your name in the box, and check the last box. Then click on Sign Waiver and Finish Application Setup.

Still unsure how to respond?

- That is OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. You can also read our [FERPA Help Article](#).

I have fully read and understood the FERPA Release Authorization explanation above.

Select one:

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

Your Signature _____
Test Student

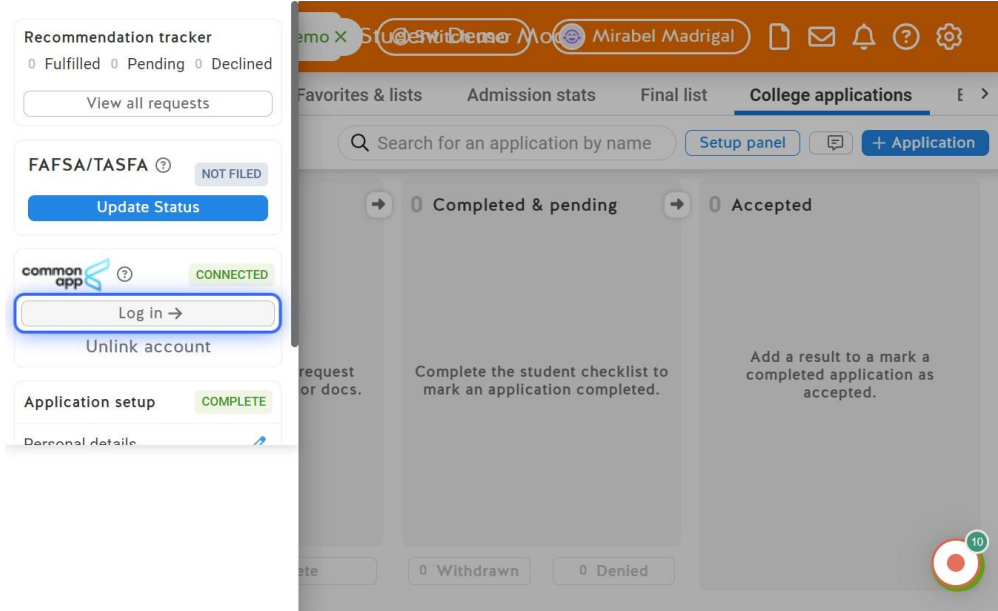
I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on here cannot change after submitting this form.

Sign Waiver

Step 7

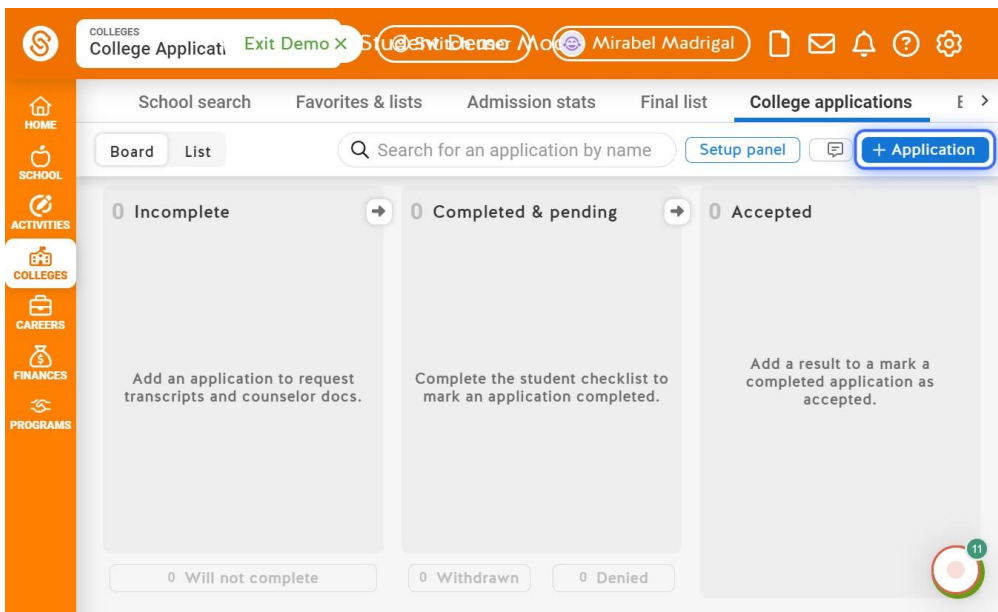
If you are applying using Common App, click on Log in to connect your Common App account. Follow the steps listed there.

This does not apply if you are using Apply Texas. Common App will then pull in all of the applications that you are working on or have submitted.



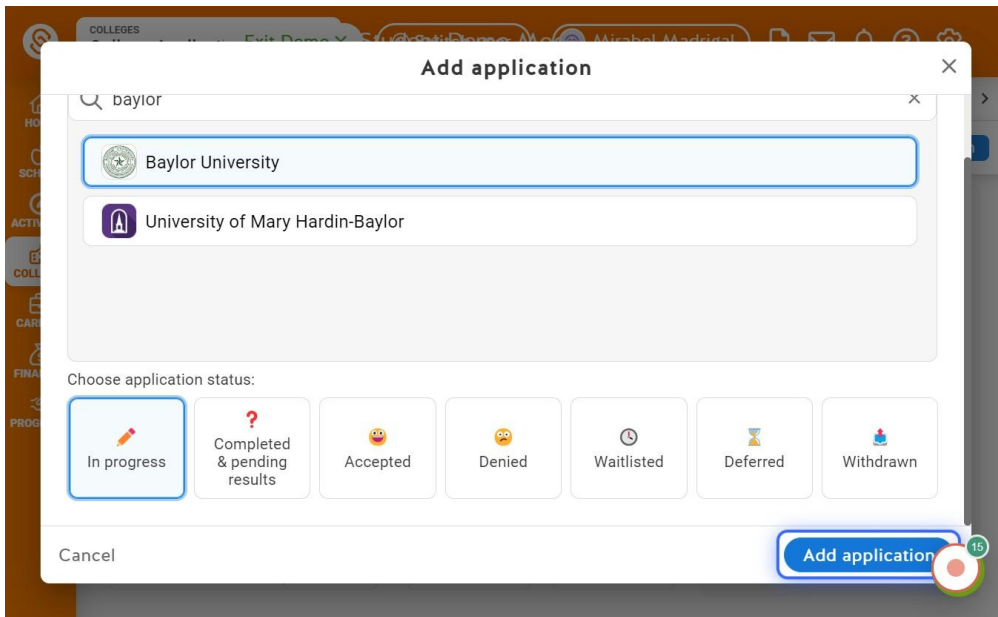
Step 8

If you are using Apply Texas or a school's own website to apply, click on + Application in the upper right corner.



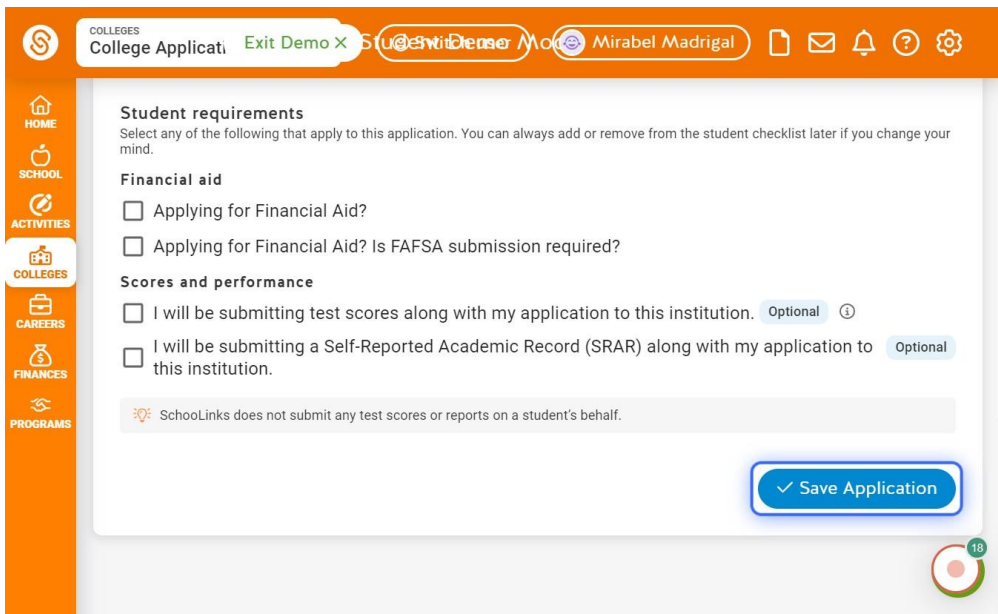
Step 9

Search for the school you are looking to add an application to, select it and click Add Application



Step 10

Then fill out the required questions and click Save Application.



Step 11

If you are looking to add teacher recommendations, click on Request Teacher Recommendation and follow the instructions.

