



SchoolLinks

College Application Manager

Leyden 212

What is College Application Manager?

- ✓ Manages and tracks applications and document requests
- ✓ Sends transcripts and other materials to colleges
- ✓ Tracks application decisions and outcomes
- ✗ NOT an application portal - Applications are submitted on college site or other application portal.
- ✗ NOT what you use to request non-college application transcripts to send to scholarship providers or NCAA - Use Record Request to do that.



What is College Application Manager?

For Students:

- Keep track of application requirements
- Track application progress
- Request application materials electronically

For Counselors:

- See if/when applications are submitted
- Upload application materials
- Send application materials electronically
- Track application results
- Track enrollment decisions



Training Overview

In this workshop, you will learn how to navigate the College Application Manager exploring the steps required to request and submit application documents

Student Workflow

- [Create a “Final List”](#)
- [College Applications Setup](#)
- [Add Applications](#)
- [Manage Application Requirements](#)
- [Report Application Results](#)
- [Indicate Enrollment Decisions](#)



Use Chrome as your Default Browser



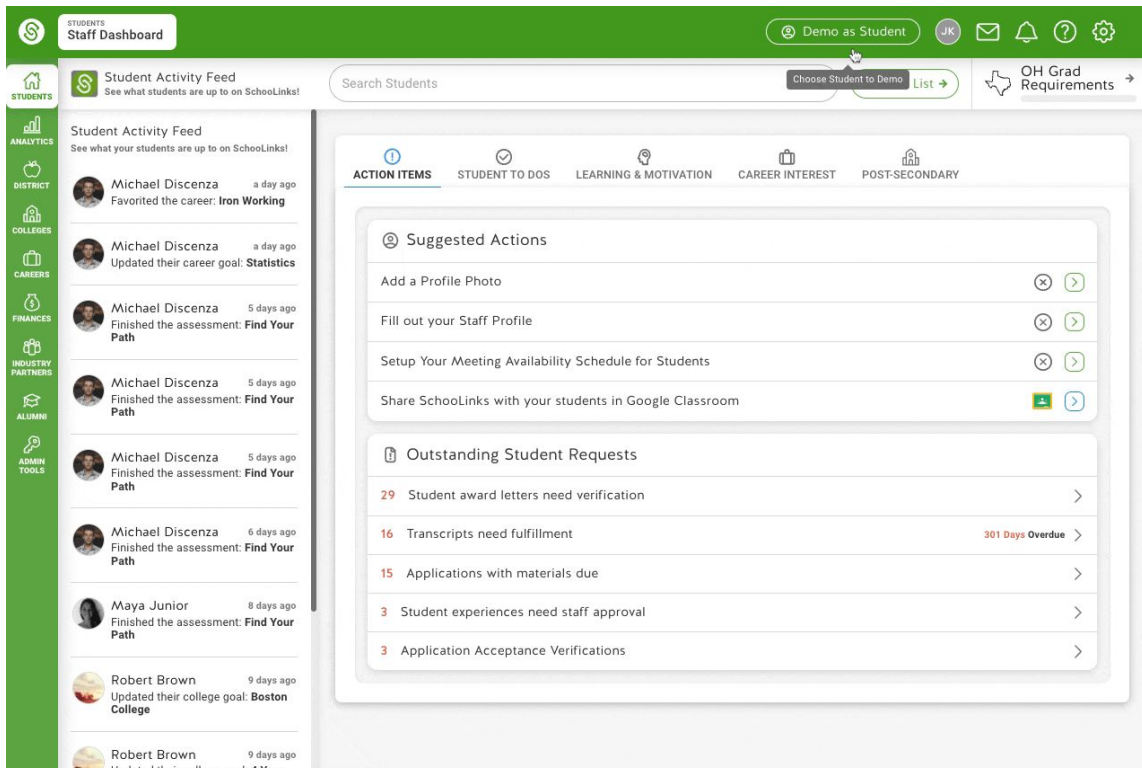
Student Workflow

schoolinks 

Access Student Demo

- Click Demo as Student
- Select School & Grade 12
- Select Yes, skip onboarding

**Note: College Application Manager is only open to students with grade 12 status in the Demo, grade 11 students can be given early grad access in the platform*



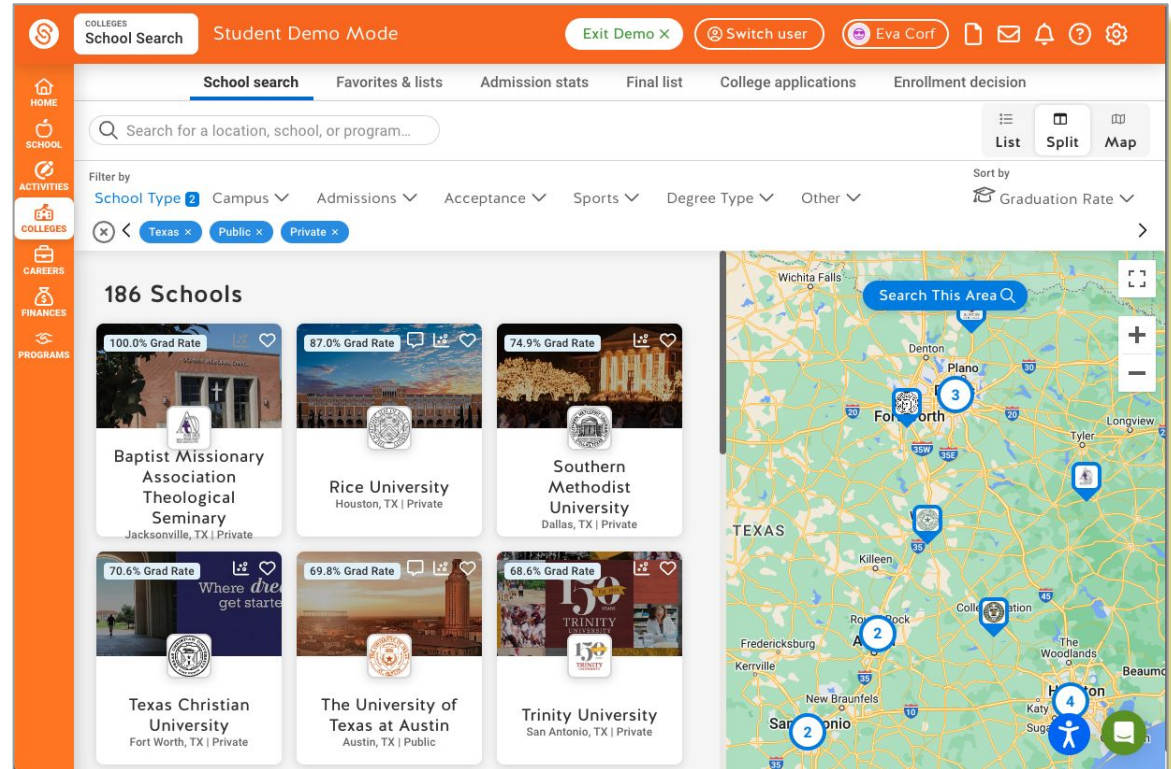
Create a “Final List”

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School Search

Access: Colleges > School Search

- Default filters include state, public, and private
- Use additional filter options to further narrow down search results
- Use search bar to search for school and program directly or to change the state filter
- Click school card to open School Profile



School Profile

- Learn about admission stats, campus life, application requirements, and more!
- Watch current student videos
- Favorite & add to a school list

The screenshot displays the 'School Profile' interface for Rice University, set in 'Student Demo Mode'. The interface features an orange header bar with navigation links: 'COLLEGES School Profile', 'Student Demo Mode', 'Exit Demo x', 'Switch user', and a user profile for 'James Parrish'. A vertical orange sidebar on the left contains icons for 'HOME', 'SCHOOL', 'ACTIVITIES', 'COLLEGES' (highlighted), 'CAREERS', 'FINANCES', and 'PROGRAMS'. The main content area is divided into two columns. The left column lists navigation options: 'Overview' (active), 'Current Student Videos', 'Campus Setting', 'Student Body', 'Academics & Programs', 'Athletics', 'Student Life', 'Cost & Financial Aid', 'Admissions', 'Application', and 'Suggestions'. The right column displays the 'Overview' section for Rice University, located in Houston, Texas. It includes three key metrics: 'Undergrad Degrees' (Bachelors Degrees), 'Acceptance Rate' (11%), and 'Graduation Rate' (92%). Below these, it shows 'Undergrad/Total Enrollment' (4,076/7,643) and 'US News Ranking' (17th). A paragraph describes Rice University as a comprehensive research university. At the bottom, a section titled 'Videos from Current Students' features three video thumbnails: 'Campus' (Maria's Introduction), 'Campus' (Renee shows you around), and 'Dorms' (Residential College Part 1...).

COLLEGES School Profile Student Demo Mode Exit Demo x Switch user James Parrish

Rice University
Houston, Texas | Private

Overview

Undergrad Degrees Bachelors Degrees

Acceptance Rate 11%

Graduation Rate 92%

Undergrad/Total Enrollment 4,076/7,643

US News Ranking 17th

Rice University is a comprehensive research university offering undergraduate and graduate degrees across seven schools of study. Our 3,900 undergraduate students have unparalleled opportunities to learn from distinguished faculty through classroom interaction as well as research collaboration. Students benefit from a median class size of 14 students and more than 40 interdisciplinary research centers, institutes and consortia. The 300-acre campus is located 5 kilometers from downtown Houston, the 4th largest city in the United States.

Videos from Current Students

Campus Maria's Introduction

Campus Renee shows you around.

Dorms Residential College Part 1...

Powered by CampusMentor

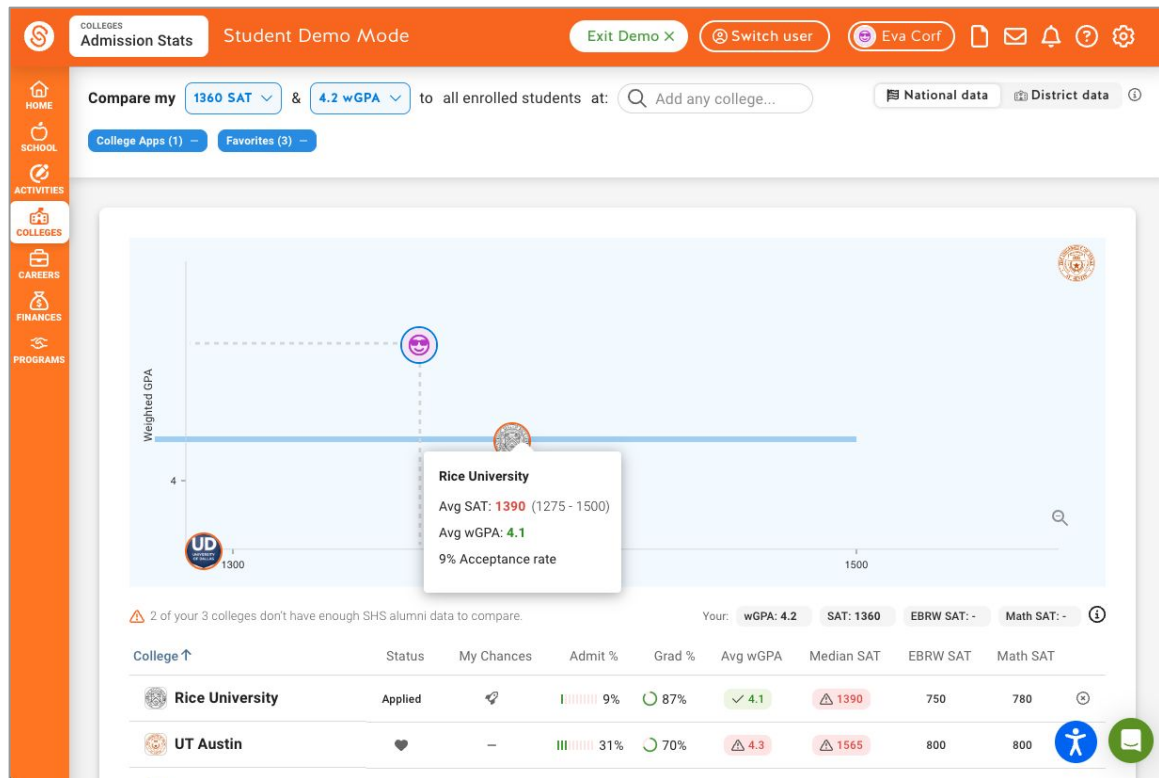


Admission Stats

Access: Colleges > Admission Stats

Students can compare their test scores & GPA to national & district college admissions data

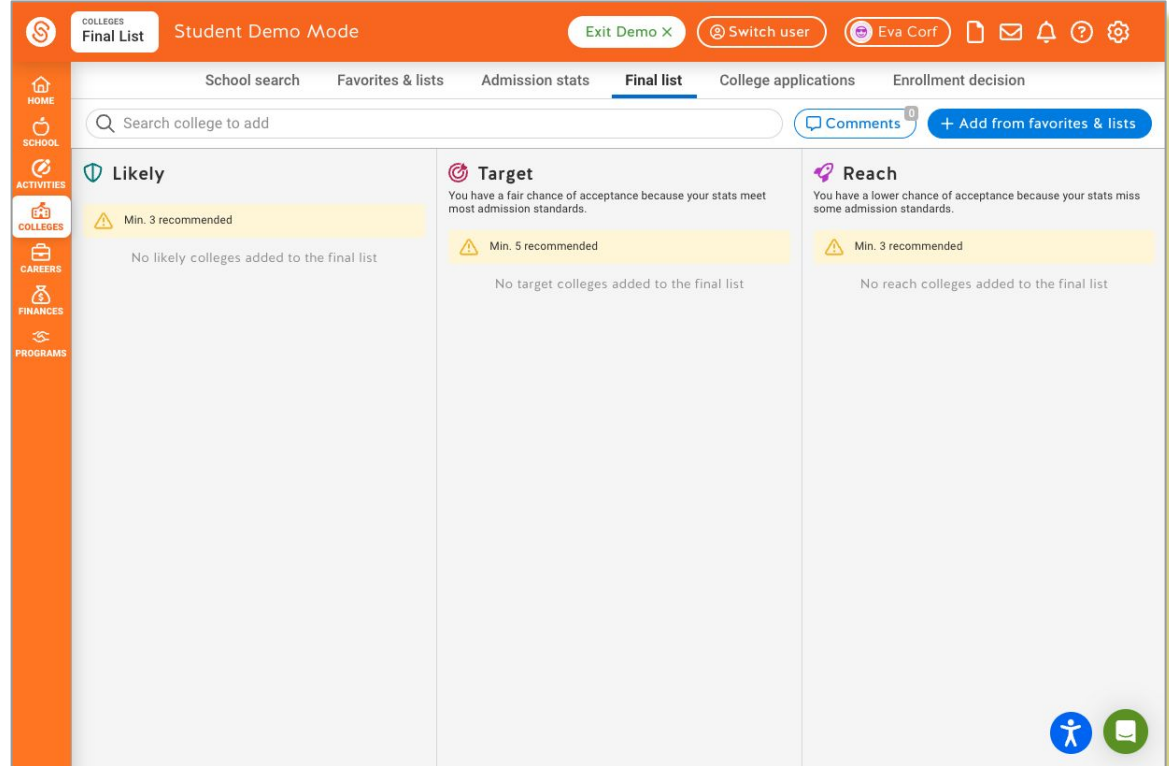
Students can manually add their test scores and GPA if they have not been added by the district



Final List

Keep all schools of interest organized by likelihood of acceptance

Required minimum for each category customizable at the district & school level

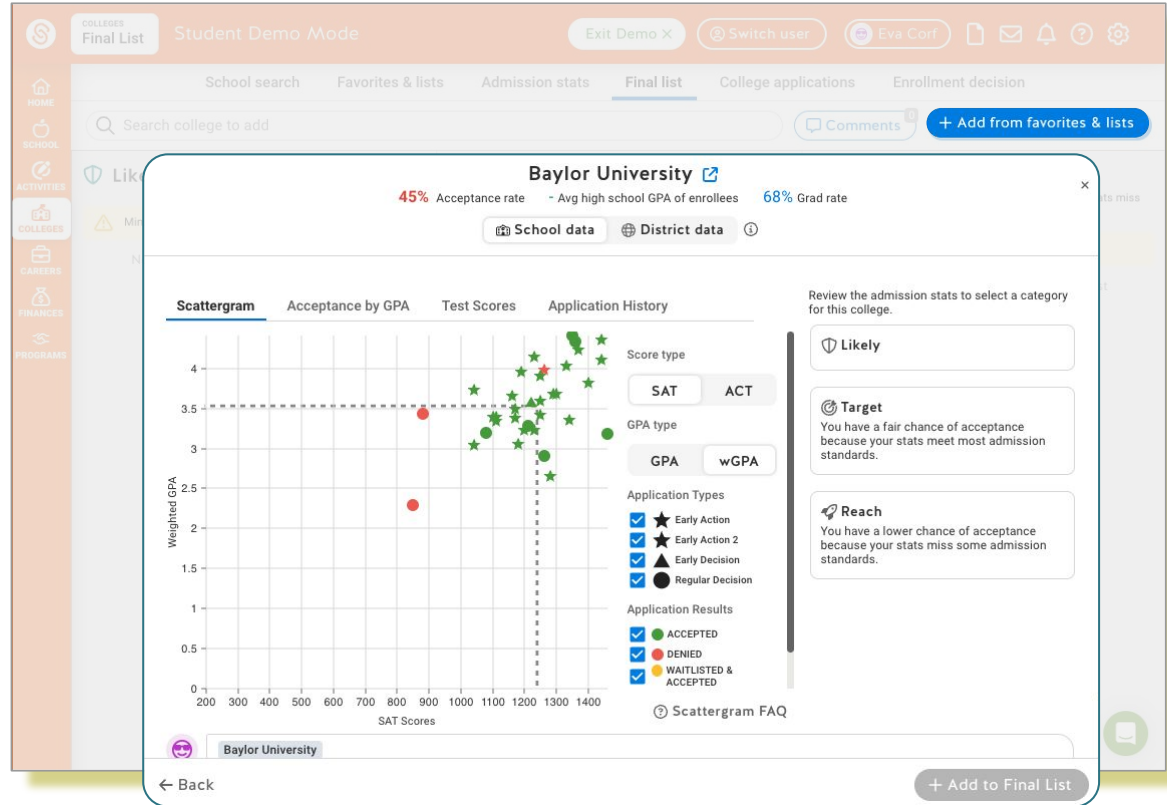


Final List Categories

The final list categories will be auto-selected for students if their test scores and GPA are on file in SchoolLinks

Otherwise students can choose for themselves

**Note: colleges with an acceptance rate of < 10% will default into the Reach category. This threshold can be customized by the district*



College Applications

schoolinks 

College Applications Setup

Access: Colleges > College Applications

Upon first access, students will be prompted to complete a 3-part setup process

Part 1: Personal Details (can be edited after setup)

The screenshot shows the 'College Application Manager' interface. The top navigation bar includes 'COLLEGES', 'College Application Manager', 'Student Dashboard', 'Exit Demo x', 'Switch user', and a user profile for 'Debbie Buckner'. The main navigation menu on the left lists 'HOME', 'SCHOOL', 'ACTIVITIES', 'COLLEGES', 'CAREERS', 'FINANCES', and 'PROGRAMS'. The 'COLLEGES' section is active, showing tabs for 'Board', 'List', 'Recommendations', 'FAFSA/TAS', 'common app', 'Unlink', 'Application setup', 'Personal details', 'Fee waiver eligibility', and 'FERPA waiver'. The 'Personal details' tab is selected, and a modal window is displayed with the following content:

PERSONAL DETAILS — FEE WAIVER ELIGIBILITY — FERPA WAIVER

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

Birthdate
07/12/23

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
3500 Rockmont Drive

Apt, suite, etc (optional)

City
Denver

State
CO

Zip/postal code
80202

When you add or update your address here, SchoolLinks will update the address for your account.

Next →

At the bottom of the screen, there are three status boxes: '0 Will not complete', '0 Withdrawn', and '0 Denied'. A green chat icon is visible in the bottom right corner.



College Applications Setup

Part 2: Fee Waiver Eligibility (can be edited after setup)

✓ PERSONAL DETAILS

③ FEE WAIVER ELIGIBILITY

📄 FERPA WAIVER

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.



Part 3: FERPA Waiver (cannot be edited after set up)

✓ PERSONAL DETAILS

✓ FEE WAIVER ELIGIBILITY

📄 FERPA WAIVER

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. I give permission for my school to release materials, including my transcript, to the colleges to which I am applying.

← Back

✓ Finish application setup

College Applications Dashboard

Side Panel

- Final List Schools
- Recommendation Tracker
- FAFSA File Status
- Common App Connection
- Application Setup

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes a 'COLLEGES' dropdown, 'College Application Manager' title, 'Student' role, 'Exit Demo X' button, 'Switch user' button, and a user profile for 'Debbie Buckner'. Below this is a secondary navigation bar with tabs: 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications' (active), and 'Enrollment decision'. The main content area is divided into a left 'Side Panel' and a right main area. The side panel contains sections for 'Recommendation tracker' (0 Fulfilled, 2 Pending, 0 Declined), 'FAFSA / TASFA' (NOT FILED), 'common app' (CONNECTED), and 'Application setup' (COMPLETE). The main area shows three columns for application status: 'Incomplete', 'Completed & pending', and 'Accepted'. Each column has a description and a 'Will not complete' button. The bottom of the main area shows counts for 'Will not complete', 'Withdrawn', and 'Denied'.

COLLEGES
College Application Manager

Student Exit Demo X Switch user Debbie Buckner

School search Favorites & lists Admission stats Final list College applications Enrollment decision

Board List Search for an application by name Comments + Add application

Recommendation tracker
0 Fulfilled 2 Pending 0 Declined
View all requests
Complete brag sheet

FAFSA / TASFA NOT FILED
Update Status

common app CONNECTED
Log in →
Unlink account

Application setup COMPLETE
Personal details
Fee waiver eligibility
FERPA waiver

0 Incomplete 0 Completed & pending 0 Accepted

Add an application to request transcripts and counselor docs.

Complete the student checklist to mark an application completed.

Add a result to a mark a completed application as accepted.

0 Will not complete 0 Withdrawn 0 Denied



College Applications Dashboard

Application Status Lists

- Incomplete
- Completed & Pending
- Accepted

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes 'COLLEGES', 'College Application Manager', 'Student', 'Exit Demo X', 'Switch user', and 'Debbie Buckner'. The main navigation tabs are 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications' (selected), and 'Enrollment decision'. The 'College applications' tab is active, showing a 'Board' and 'List' view. A search bar and 'Add application' button are present. The main content area is divided into three columns: 'Incomplete' (0), 'Completed & pending' (0), and 'Accepted' (0). Each column has a description: 'Add an application to request transcripts and counselor docs.' for Incomplete, 'Complete the student checklist to mark an application completed.' for Completed & pending, and 'Add a result to a mark a completed application as accepted.' for Accepted. At the bottom, there are buttons for 'Will not complete' (0), 'Withdrawn' (0), and 'Denied' (0). The left sidebar contains icons for HOME, SCHOOL, ACTIVITIES, COLLEGES (selected), CAREERS, FINANCES, and PROGRAMS. The bottom section shows 'FAFSA/TASFA' status as 'NOT FILED' with an 'Update Status' button, 'common app' login options, and 'Application setup' status as 'COMPLETE'.



Add Applications

Adding Methods:

- Add an application from Final List
- Add an application not on Final List from + Add application button

Select Application Status

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes 'COLLEGES', 'College Application Manager', 'Student', 'Exit Demo X', 'Switch user', and a user profile for 'Debbie Buckner'. The main navigation tabs are 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications' (selected), and 'Enrollment decision'. The left sidebar contains icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area shows 'Final list schools' with '0/6 Applications added from list' and a button 'Add application from list' highlighted with an orange box. Below this is a 'Recommendation tracker' section with '0 Fulfilled', '0 Pending', and '0 Declined' counts, and a 'View all requests' button. The 'FAFSA/TASFA' section shows 'NOT FILED' and an 'Update Status' button. The 'common app' section shows 'CONNECTED' and 'Log in' and 'Unlink account' buttons. The 'Application setup' section shows 'COMPLETE' and 'Personal details' and 'Fee waiver eligibility' links. The 'Add application' modal is open, showing a search for colleges and a list of 'Final List' colleges: Baylor University, Rice University (highlighted), and Saint Edward's University. The 'Choose application status' section has buttons for 'In progress' (highlighted with an orange box), 'Completed & pending results', 'Accepted', 'Denied', 'Waitlisted', 'Deferred', and 'Withdrawn'. The modal also has a 'Cancel' button and an 'Add application' button.



Add Application Details

Upon adding an application, students will be prompted to select:

- Application Method
- Application Type
- Student Requirements

The screenshot shows the 'College Application Manager' interface in 'Student Demo Mode'. The top navigation bar is orange and contains the Stanford logo, 'COLLEGES College Application Manager', 'Student Demo Mode', 'Exit Demo X', 'Switch user', and a user profile for 'Eva Corf'. A left sidebar lists navigation options: HOME, SCHOOL, ACTIVITIES, COLLEGES (highlighted), CAREERS, FINANCES, and PROGRAMS. The main content area is for 'Stanford University' and includes tabs for 'Admissions', 'Application Info', and 'Financial Aid'. The 'Application status' is 'In Progress'. A message states: 'We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.' Under 'Application Method', 'common app' and 'QUESTBRIDGE' are shown, with 'QUESTBRIDGE' selected. Under 'Application Type', 'Regular Decision Jan 5' and 'Restricted Early Action Nov 1' are shown, with 'Regular Decision Jan 5' selected. The 'Application deadline' is 'Jan 5'. Under 'Doc Destination', it states: 'This college is In-Network. We'll make sure your materials are sent electronically where they need to go.' A bottom right corner contains icons for a person and a message.



Manage Application Requirements

Student Checklist

- Items to be completed by student
- Optional items can be added/removed

Teacher Recommendations

- Shows required number of recommendations with instructions

Counselor Documents

- Shows requested counselor documents
- Cannot be edited by student

The screenshot displays the 'College Application Manager' interface in 'Student Demo Mode'. The top navigation bar includes a logo, 'COLLEGES College Application Manager', 'Student Demo Mode', and buttons for 'Exit Demo', 'Switch user', and user profile 'Eva Corf'. A sidebar on the left contains navigation links: HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area features an 'Application status: In Progress' bar with a 'Comments' button. Below this is a table with application details:

Method	Type	Deadline	Destination
QuestBridge	Regular Decision	Jan 05	In Network

The interface is divided into three main sections:

- STUDENT CHECKLIST:** Contains three items, each with a checkbox and a three-dot menu:
 - Submit Application:** Submit your application forms and any required essays.
 - Test Scores:** Submit required test scores to this school through ACT or College Board.
 - Financial Aid Application:** Complete and submit your Financial Aid Application for this school.A '+ New Student Requirement' button is located at the bottom.
- TEACHER RECOMMENDATIONS:** Includes a reminder to update the student profile and communicate with teachers. It shows '2 Required' recommendations and 'Instructions from college: Letters of recommendation from two teachers'. Two '+ Add Recommender' buttons are present, each with a 'Required' indicator.
- COUNSELOR DOCUMENTS:** States 'We've researched what documents are required and automatically requested them from your counselor.' It lists four documents, each with a '+ Add' button and a 'Required' indicator:
 - Transcript: Added 05/06/2024 as preset
 - Mid Year Transcript: Added 05/06/2024 as preset
 - Counselor Recommendation (General): Added 05/06/2024 as preset
 - NACAC Fee Waiver (General): Added based on student fee waiver eligibility questionnaireA '+ Request Counselor Document' button is at the bottom.

The bottom right corner features a blue user icon and a green chat icon.



Add Recommenders

Students can search for teacher or enter a teacher manually if not in the list

The teacher is alerted via email of the request. (More about fulfilling these later!)

The screenshot shows the 'Add Recommender' modal in the SchoolLinks 'Student Demo Mode'. The modal is titled 'SELECT TEACHER' and 'ADD DETAILS'. It contains the following sections:

- Select the type of recommendation:**
 - ☒ **General (Most common)**
Not specific to a college and can be assigned to any application
 - ☐ **College-specific**
Customized for this college and can only be assigned to this application
- Assign a teacher to complete a teacher evaluation for Stanford University.**
They will receive an invitation to fulfill your request on SchoolLinks.
- Search teachers:**
 - Yolanda Williams staff101@demo.com
 - Young Olson staff048@demo.com
- Don't see your teacher listed?** [Add them manually](#)

The modal has a 'Cancel' button at the bottom left and a 'Next' button at the bottom right. The background shows the 'College Application Manager' interface with a sidebar menu and a main content area.



Complete Brag Sheet

If enabled by the district, students can complete a brag sheet for recommenders to review

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes a 'Student' tab, an 'Exit Demo' button, a 'Switch user' button, and a user profile for 'Debbie Buckner'. The left sidebar contains icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area shows a 'Recommendation tracker' with a 'Complete brag sheet' button. A modal window titled 'Student LOR Brag Sheet' is open, featuring three text input fields for career goals, academic coursework, and personal/academic experiences, each with a word count guideline. The modal also includes 'Cancel' and 'Submit' buttons at the bottom.

Student LOR Brag Sheet

What career goals or career areas of interest are you pursuing in the future?

Use between 10 and 200 words.

List any academic coursework that support your future plans:

List any personal or academic experiences that support your future plans (ie job shadowing, career field trips, career mentoring):

Cancel Submit

**sample brag sheet*



Track Recommendation Letter Status

View recommenders and colleges
along with status:

- Fulfilled
- Pending
- Declined

**Note: Students are not able to see their letters of recommendation, even if they have not waived their right to them.*

The screenshot displays the 'College Application Manager' interface in 'Student Demo Mode'. The top navigation bar includes 'Exit Demo', 'Switch user', and 'Eva Corf'. The main content area is titled 'College applications' and shows a 'Recommendation tracker' with 2 Pending, 0 Fulfilled, and 0 Declined requests. A modal window titled 'Recommendation Letters & Evaluations' is open, displaying a key for request status: green checkmark for 'Request Fulfilled', orange circle for 'Request Pending', and red X for 'Declined'. Below the key, a list shows a pending request for Billy Overton, due 01/04/24, with a 'HIDE' button. A table entry for Rice University shows the date 01/04/24 and a right arrow. The bottom of the interface shows filters for 'Will not complete', 'Withdrawn', and 'Denied'.

COLLEGES
College Application Manager

Student Demo Mode

Exit Demo X Switch user Eva Corf

School search Favorites & lists Admission stats Final list College applications Enrollment decision

Board List Search for an application by name Comments + Add application

Recommendation tracker

0 Fulfilled 2 Pending 0 Declined

View all requests

Complete bare sheet

2 Incomplete

Edit an application below to request recommendations or update checklist.

Rice University

FAFSA / TASFA Update S

common app Log in Unlink acc

Application setup Personal details Fee waiver eligibility FERPA waiver

Recommendation Letters & Evaluations

The teacher recommendations and evaluations you requested are listed below. This shows whether or not the teacher has added the recommendation to SchoolLinks. To see if a request was submitted to a particular college, click on a college to open the application detail page.

Key: Request Fulfilled Request Pending Declined

Billy Overton Due: 01/04/24 1 HIDE

Rice University 01/04/24 >

0 Will not complete 0 Withdrawn 0 Denied

Applying with Common App

schoolinks 

Applying with Common App

- Students can apply to colleges in a variety of formats, but applying to Common App schools has a slightly different flow to simplify the process for you and your students.
- SchoolLinks integrates and shares information to and from Common App, but many activities happen on Common App.
- Common App turns all integrations off during the summer until August 1. No connections or data exchanges can happen during that time.



Using Common App with SchoolLinks Guide

Select the ? icon in side panel
Common App section to view the
Help Guide

Once sent to Common App, students
are taken on a step-by-step
walkthrough of the process

The screenshot displays the SchoolLinks web application interface. On the left is a vertical sidebar with icons for Home, School, Activities, Colleges (highlighted), Careers, Finances, and Programs. The main content area shows the 'College Application Manager' for a student named Debbie Buckner. It includes sections for 'Final list schools' (0/6 applications added), 'Recommendation tracker' (Fulfilled, Pending, Declined), and 'FAFSA/TASFA' (NOT FILED). A 'common app' status bar shows a question mark icon and the word 'CONNECTED'. Below this are links for 'Log in' and 'Unlink account'. The 'Application setup' section shows 'COMPLETE' for application setup, and 'Personal details' and 'Fee waiver eligibility' with edit icons.

Overlaid on the right is a guide titled 'Using Common App with SchoolLinks'. The guide text states: 'The SchoolLinks Common App integration allows you to track all your application materials in one place! Here's a breakdown of what happens at each stage of the application process. For a more in-depth guide, view the Common App Overview help article.' It also mentions: 'For a more in-depth guide, [view the Common App Overview help article.](#)'

The guide lists 12 steps:

- 1 Click "Connect" on your College Applications dashboard
- 2 Login or create a new account
- 3 Check the box to share data back to SchoolLinks
- 4 Add your first college to "My Colleges"
- 5 Add your high school & complete FERPA
- 6 Continue building your "My Colleges" list

Below these steps, a note states: 'SchoolLinks automatically requests materials from counselors (reports, evaluations, fee waivers, etc)'.

- 7 Request teacher evaluations for each application
- 8 Complete your college applications
- 9 Track completion of application materials
statuses are automatically synced to SchoolLinks!
- 10 Track materials submitted outside Common App like test scores
- 11 Add your college application results
- 12 Record your college enrollment decision

A final note at the bottom states: 'SchoolLinks automatically requests your final report and transcript to send to your chosen college'.



Add Common App Applications

Upon selecting Common App as the application method students will be redirect to Common App to add the application details including:

- Application deadline
- Fee Waiver qualification

These details will be then be sync with SchoolLinks

The screenshot displays the 'College Application Manager' interface in 'Student Demo Mode'. The top navigation bar includes a 'COLLEGES' dropdown, 'College Application Manager' title, 'Student Demo Mode' status, and buttons for 'Exit Demo X', 'Switch user', and a user profile 'Eva Corf'. A left sidebar lists navigation options: HOME, SCHOOL, ACTIVITIES, COLLEGES (selected), CAREERS, FINANCES, and PROGRAMS. The main content area is for 'Lehigh University' and shows the 'Application status' as 'In Progress'. Below this, a message states: 'We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.' The 'Application Method' section features two options: 'common app' (selected) and 'COALITION FOR COLLEGE'. The 'Student requirements' section includes a note: 'Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.' The 'Financial aid' section has two checkboxes: 'Applying for Financial Aid?' and 'Applying for Financial Aid? Is FAFSA submission required?'. The 'Scores and performance' section has two checkboxes: 'I will be submitting test scores along with my application to this institution.' (marked 'Optional') and 'I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution.' (marked 'Optional'). A bottom right corner contains icons for a user profile and a chat bubble.



Common App Requirements

Common App counselor documents will be auto-requested:

- School Report
- Counselor Recommendation
- Mid Year Report

The screenshot shows the 'College Application Manager' interface for Lehigh University. The top navigation bar is orange with a sidebar on the left containing icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area has a header for 'Lehigh University' with links for 'Admissions', 'Application Info', and 'Financial Aid'. Below this, the 'Application status' is shown as 'In Progress' with a 'Comments' button. A table lists application details: Method (Common App), Type (Regular Decision), and Deadline (Jan 01). The main section is divided into three columns: 'Student checklist' with a 'Mark all complete' button and a 'Submit Application on Common App' checkbox; 'TEACHER EVALUATIONS' with a reminder to update the student profile and a button to 'Add Recommender'; and 'COUNSELOR DOCUMENTS' which lists three required documents: 'School Report (General)', 'Counselor Recommendation (General)', and 'Mid Year Report (General)', all requested on 07/24/2024 by Sean Holmes. Each document entry has a red 'Required' indicator and a help icon.

COLLEGES
College Application Manager

Sean Holmes

Don't see the latest Common App statuses? [Click here to manually refresh!](#)

< Back

Lehigh University >

[Admissions](#) | [Application Info](#) | [Financial Aid](#)

Application status: **In Progress** [Comments](#)

Method	Type	Deadline
Common App	Regular Decision	Jan 01

Student checklist Mark all complete

Submit Application on Common App ☐

[Complete on Common App](#)

Test Scores ☐ ...

SAT w/o Essay or ACT w/o Essay Lehigh will extend the test optional policy for admission to the 2022-2023 and 2023-2024 academic years, while continuing to evaluate its impact.

[New Student Requirement](#)

TEACHER EVALUATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

1 Required

[Add Recommender](#) Required

COUNSELOR DOCUMENTS

All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselor to request inclusion of optional documents.

School Report (General) Requested 07/24/2024 by Sean Holmes

Counselor Recommendation (General) Requested 07/24/2024 by Sean Holmes

Mid Year Report (General) Requested 07/24/2024 by Sean Holmes



College Applications List View

View all applications in list view, seeing the status of all requirements a single dashboard

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes the logo, 'COLLEGES College Application Manager', 'Student Demo M', 'Exit Demo X', 'Switch user', and a user profile for 'Debbie Buckner'. The left sidebar contains navigation links for HOME, SCHOOL, ACTIVITIES, COLLEGES (highlighted), CAREERS, FINANCES, and PROGRAMS. The main content area is titled 'College applications' and features a search bar, a 'Comments' button, and an '+ Add application' button. Below the search bar, there are tabs for 'Board' and 'List', with 'List' selected. The 'List' view shows a table of applications with columns for School, Student Ch..., Teacher R..., Counselor ..., Due ..., and Status. The table lists four applications: Lehigh University (Enrolling), Baylor University (Accepted), Rice University (In progress), and West Chester University of P (Denied). Each application row has a status label and a set of icons representing requirements. The left sidebar also includes sections for 'Final list schools' (2/4 Applications added from list), 'Recommendation tracker' (0 Fulfilled, 1 Pending, 0 Declined), 'FAFSA/TASFA' (NOT FILED), 'common app' (CONNECTED), and 'Application setup' (COMPLETE).

School	Student Ch...	Teacher R...	Counselor ...	Due ...	Status
Lehigh University	✓ ✓ ✓		⚡ ⚡ ⚡ ⚡	01/01/24	Enrolling
Baylor University	✓		⚡	02/01/24	Accepted
Rice University	✓ ✓ ✓	⚡	⚡ ⚡	01/04/24	In progress
West Chester University of P					Denied



Move Applications to Completed & Pending

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Complete Student Checklist

Applications move from Incomplete to Completed & Pending when every item on the student checklist is marked as complete.

In-Network Applications

Student must manually mark all checklist items as complete once they complete the task outside of SchoolLinks

The screenshot shows the 'College Application Manager' interface for Rice University in 'Student Demo Mode'. The application status is 'In Progress'. The 'STUDENT CHECKLIST' on the left includes 'Submit Application' (checked), 'Test Scores' (checked), and 'Financial Aid Application' (checked). The 'TEACHER RECOMMENDATIONS' section shows two required recommendations from Abraham Pineda and Adam Yoshioka. The 'COUNSELOR DOCUMENTS' section shows a transcript and a counselor recommendation, both added as presets on 05/03/2024. A 'New Student Requirement' button is at the bottom of the checklist.

Common App Applications

Once student submit their app in Common App the Submit Application item will be auto-marked. All other items must be marked manually

The screenshot shows the 'College Application Manager' interface for Lehigh University in 'Student Demo Mode'. The application status is 'In Progress'. The 'STUDENT CHECKLIST' on the left includes 'Submit Application on Common App' (unchecked), 'Complete on Common App' (with a link), 'Test Scores' (checked), and 'FAFSA Submission' (checked). The 'TEACHER EVALUATIONS' section shows one required evaluation with an 'Add Recommender' button. The 'COUNSELOR DOCUMENTS' section shows a school report, counselor recommendation, and mid-year report, all requested on 05/06/2024 by Eva Corf. A 'New Student Requirement' button is at the bottom of the checklist.



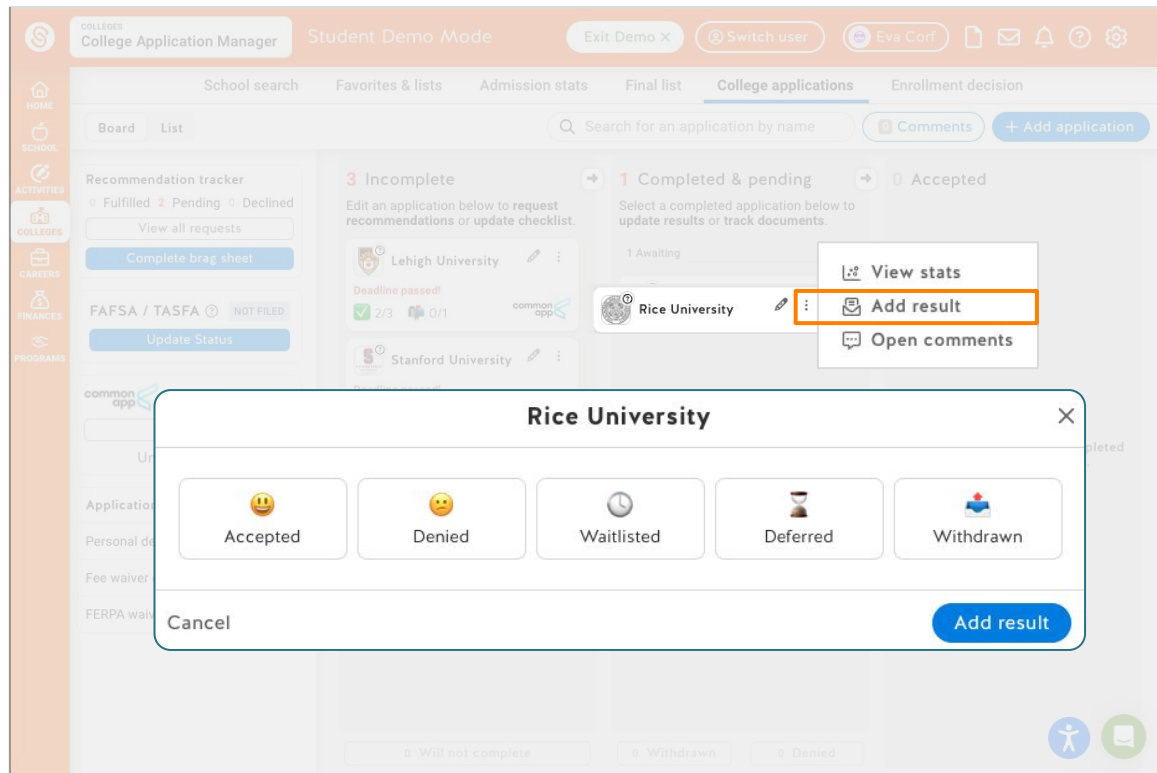
Report Application Results

schoolinks 

Add Result

To add an application result:

- Click the three dots
- Select Add result
- Select result



Confirm Acceptance

If configured, students will be prompted to upload verification of their acceptance

**Note: Asking for verification helps improve accuracy of reporting*

They will specify whether or not there is a condition to the their acceptance

The screenshot displays the 'College Application Manager' interface in 'Student Demo Mode'. The background shows a sidebar with navigation options like HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area is titled 'College applications' and includes a search bar, a 'Comments' button, and an '+ Add application' button. A 'Confirm Acceptance' dialog box is overlaid on the screen. This dialog box contains the following elements:

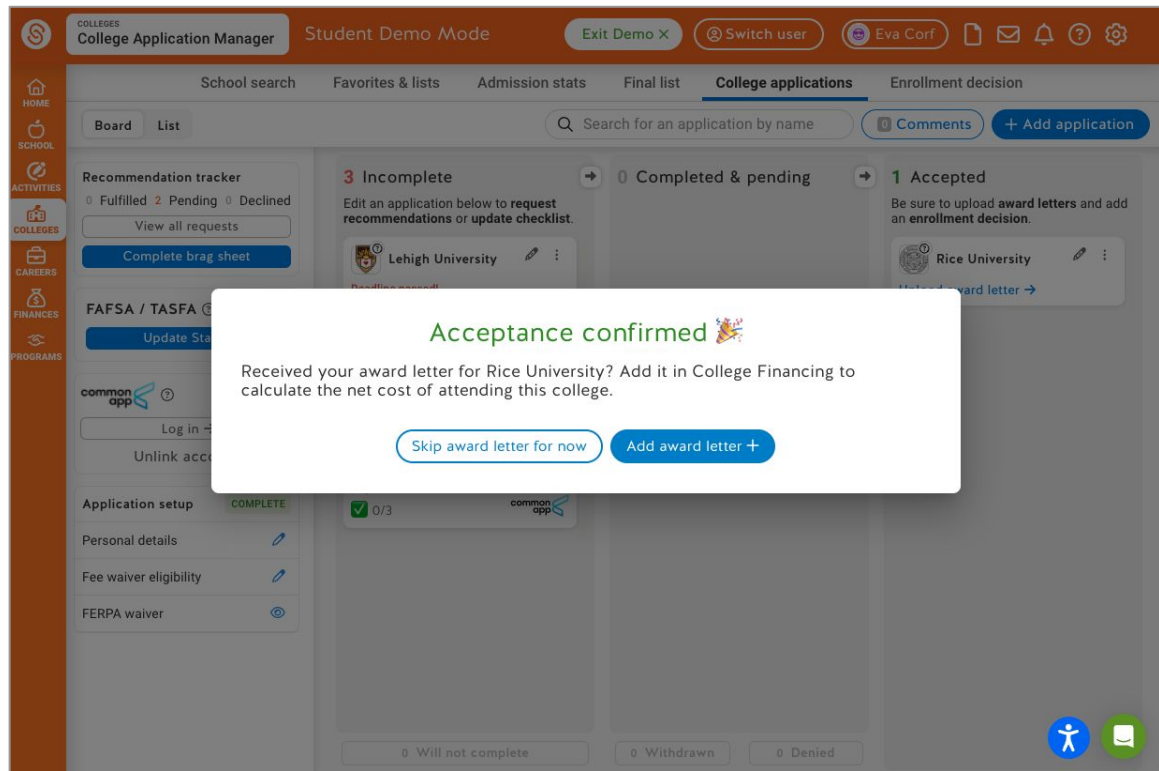
- Confirm Acceptance** (Title bar)
- Upload a copy of your acceptance letter.** (Instruction)
- A dashed box for file upload with the text 'Drag files here or [browse](#)'.
- An 'OR' separator.
- A QR code with the text 'Mobile upload' below it.
- Upload a PDF, PNG, or JPG, < 10MB** (Text)
- Is there a condition to the acceptance?** (Question)
- A subtext: 'This means you have to meet a certain requirement to guarantee your acceptance, like maintain a certain GPA or take an exam.'
- Two radio button options: 'No (most common)' (selected) and 'Yes, there is a condition to my acceptance'.
- Cancel** and **Confirm Acceptance** buttons at the bottom.

The background interface also shows a 'Recommendation tracker' with 'Fulfilled', 'Pending', and 'Denied' counts, a 'FAFSA / TASFA' section, and a 'common app' logo. At the bottom, there are buttons for 'Will not complete', 'Withdrawn', and 'Denied'.

Add Award Letter [optional]

Upon confirming acceptance, students will be prompted to add their Financial Aid Award Letter

This is an optional step they may return to later



Scattergrams and Application History

Student-reported application results are included in SchoolLinks Scattergrams and also in the Application History feature. These are updated weekly each Sunday night.

