

COLLEGE APPLICATIONS

Please do these steps in order

COMMON APP ACTIVITIES

1. Start your Common App and add colleges to which you are applying.
2. Complete your FERPA Waiver in Common App
3. Add email addresses of any Letter of Recommendation writers that are OUTSIDE OF SUSD. Recommenders in SUSD will be requested through Schoolinks. See below.

SCHOOLINKS ACTIVITIES

1. Open CLEVER and select the Schoolinks icon



2. Do all opening activities.
3. When your home page appears, select Colleges on the left
4. Select College Applications
5. You will be asked to Complete Your FERPA Waiver again on left side of screen in blue. Please do this.
6. CONNECT your Common App account with Schoolinks (on left side of page). Refresh page.
7. Your college apps should show up on the next column under Incomplete.
8. Under Recommendation Tracker on left, click Make Requests
9. Select SUSD teacher or counselor you are asking for a recommendation.
(REMBER TO ASK THE TEACHER FOR THE LETTER BEFORE YOU DO THIS!) Teacher will be alerted via email where/when to submit your letter.
Reminder – you will NOT see this letter if you waived your FERPA rights.
You will be alerted when the letter has been uploaded.
10. Attach Recommender to colleges you wish teacher to do letter for under Select Colleges (in Recommendation Request)

11. Follow Document Manager on left column (above Recommendation Tracker) to see any missing documents or steps. *School Report is handled by your counselor and will be loaded by end of August.*

Note – If **not** using Common App to apply, you must add your application *manually* in the College Applications page. Look for the blue Add Application button on the right side of the page. (UC Schools, Community Colleges, other colleges that are not on Common App)

12. Transcripts – request transcripts as follows:

- Select Student (on left)
- Select Record Requests
- Send transcript to email address, mail address, NCAA/NAIA OR if sending to a college, send through the College Application section.

BACK TO COMMON APP

1. When all steps above are complete, you may SUBMIT your applications.