

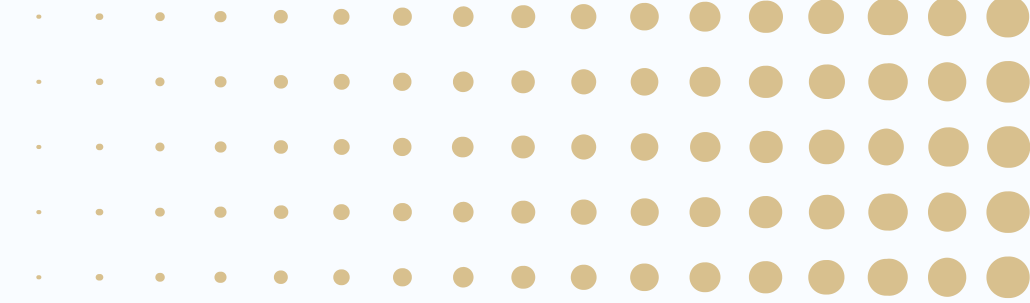
SCOIR + COMMON APP INTEGRATION QUICK GUIDE TO GETTING STARTED



September 3, 2025



PREPARING TO CONNECT ACCOUNTS

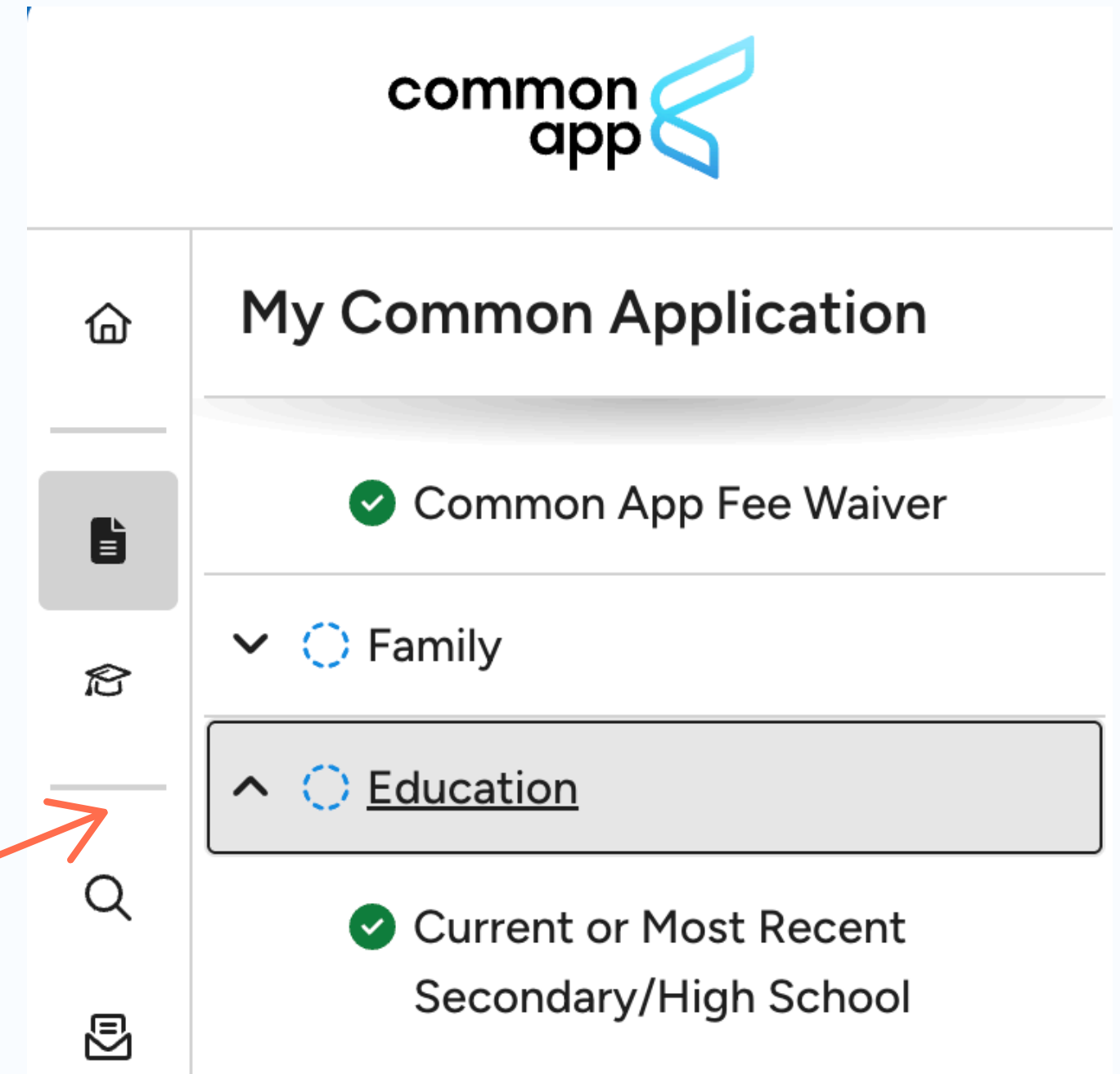


For the most seamless experience, SCOIR recommends that prior to connecting Scoir and Common App, students:

1. Create a Common App account
2. Add their high school, which is how Common App recognizes them as a Scoir student
3. Add one college and sign their FERPA, which is required for documents to be made available from Scoir to Common App

PREPARING TO CONNECT ACCOUNTS-ADDING THE HIGH SCHOOL

1. Create a Common App account
2. Add PHS as the high school attended. This is how Common App recognizes you as a Scoir student.
 - a. To add PHS as the most recent high school, on the Common App., navigate to the “My Common Application” section, go to the Education section, and then select “Current or Most Recent Secondary/High School”



PREPARING TO CONNECT ACCOUNTS--ADDING THE HIGH SCHOOL

3. Click on Find School

4. Search by the CEEB Code

5. The PHS CEEB Code is: 311255

6. Select Princeton High School

My Common Application | Education

Current or Most Recent Secondary/High School

In progress

Current or most recent secondary/high school *

Find school

High School Lookup

Search by

High School Name

CEEB Code

City

Country/Region/Territory

✓ High School Name

High School Lookup

Search by

CEEB Code

CEEB Code

311255

Choose school * Sort by: Near my address

Princeton High School

Princeton, NJ, United States of America | CEEB: 311255

Homeschooled

I don't see my high school in this list

PREPARING TO CONNECT ACCOUNTS--ADDING A COLLEGE

Next, add one college

1. Go to College search

common
app

Dashboard

APPLY

My Common Application

My Colleges

EXPLORE

College search

Direct admissions

Financial aid

This is a practice account. It cannot submit applications to colleges. If you'd like to change your account type, please review our [practice account FAQ](#) for more information.

College search

Application requirements

College or City Name

American University

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

11 results

Sort by: College Name

American University

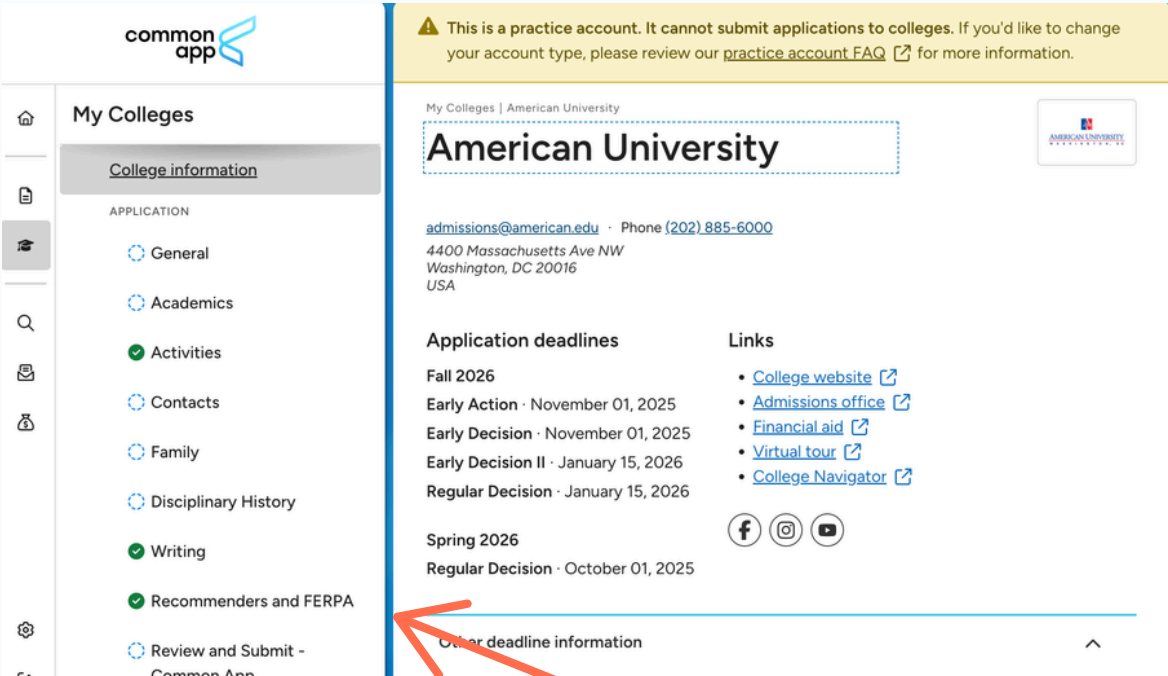
Washington, DC - USA

+ Add

3. Once the name appears, click on Add

PREPARING TO CONNECT ACCOUNTS--COMPLETING THE FERPA

Go to My Colleges, select a college and navigate to “Recommenders & FERPA”



Complete the Release Authorization

Recommenders and FERPA

Complete

Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

FERPA Release Authorization

[View Details](#)

You have authorized the release of all requested records. You have also waived your right to review your recommendations and supporting documents.

[View Release Authorization](#)

PREPARING TO CONNECT ACCOUNTS--COMPLETING THE FERPA

1. Signoff that you understand the FERPA Release Authorization

×

Release authorization

protect the privacy of student education records. This can include your application to the college where you enroll. FERPA also gives you the right to review and inspect your education records. The confidential letters of recommendation issued by your high school or their staff may be part of those records.

2. In a moment, you'll be asked if you want to waive the right to review these confidential letters of recommendation. What should you know about this waiver?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's 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. For more information about FERPA, visit the [Help Center](#).

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

Continue

×

Release authorization

FERPA Form

☒ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*

Please select one: *

☒ I waive my right to review all recommendations and supporting documents.

☐ I DO NOT waive my right to review all recommendations and supporting documents.

☒ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I sign and click Save below.*

Signature *

Nipurna Shah

Date *

August 20, 2026

Date uses "month day, year" format

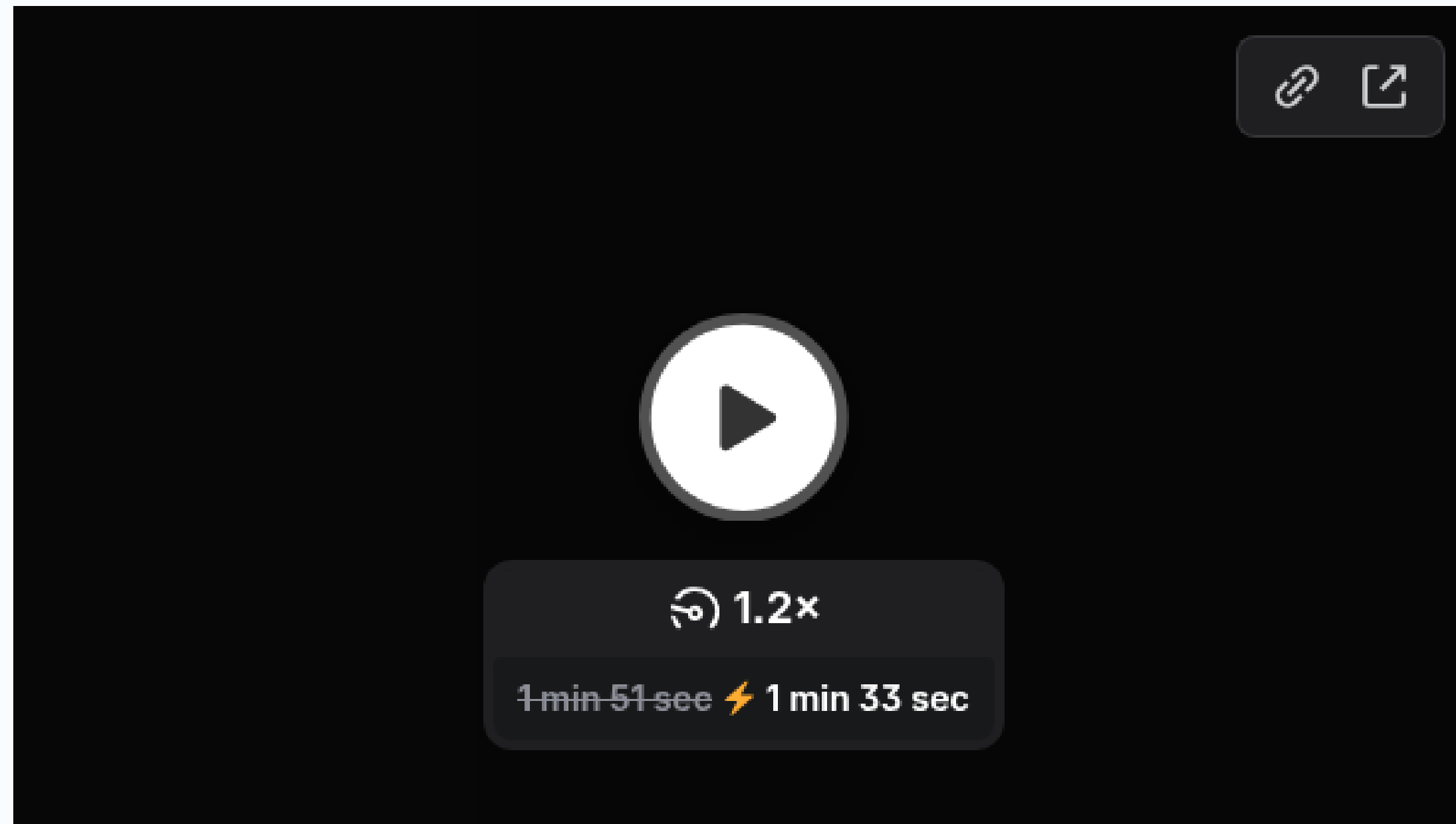
BackSave and Close

2. Acknowledge that PHS may share your documents with colleges, which can also contact PHS regarding your application if necessary.

3. Most Important Step: Choose to waive your right to review recommendations.

4. Select the checkbox to acknowledge that waiving your right is final. Then, sign, date, and save.

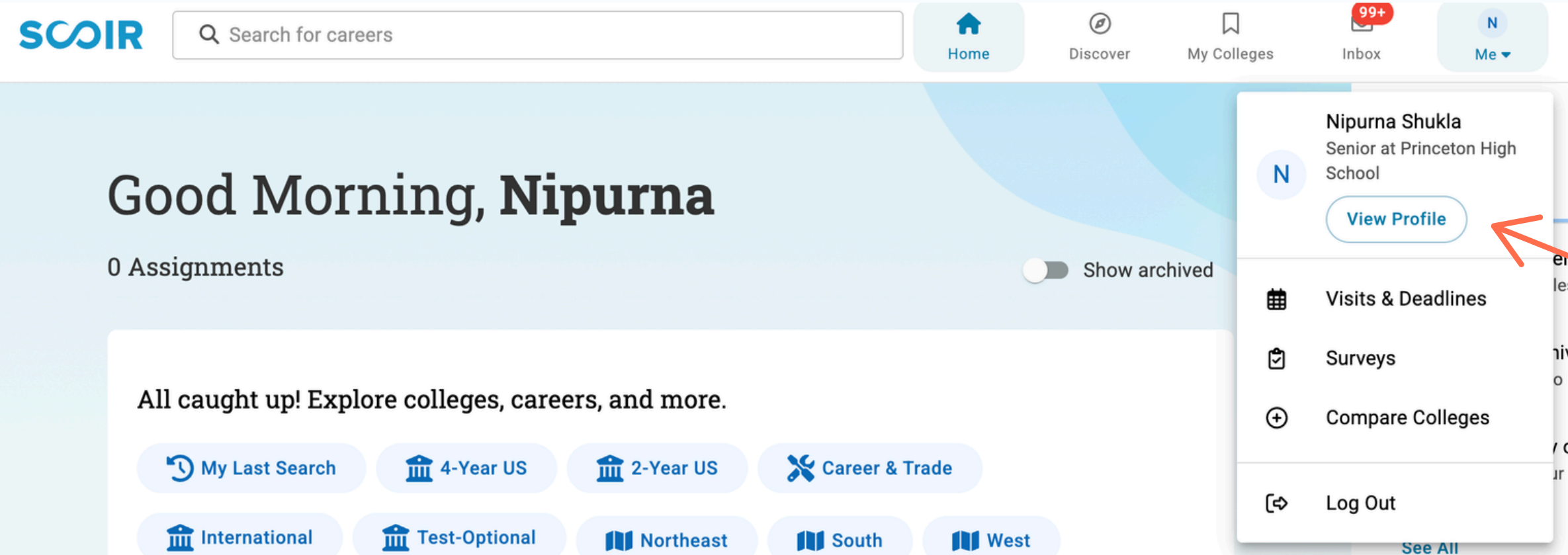
PREPARING TO CONNECT ACCOUNTS



Watch this video on how to prepare to connect SCOIR + Common App

CONNECTING SCOIR + COMMON APP ACCOUNTS

Students connect their accounts beginning in Scoir by going to View Profile > Personal Details



CONNECTING SCOIR + COMMON APP ACCOUNTS

Within the profile page, select “Connect Common App”

SCOIR

Search all across Scoir

Home

Discover

My Colleges

Inbox99+

MeN

Apply with Scoir

Nipurna Shukla

Personal Details

Academic Overview

Personal Bio

Activities & Achievements

College Preferences

Careers

Drive

Personal Details

Nipurna Test Darshit Shukla

151 Moore Street
Princeton, NJ 08540

–

–

Aug 4, 2006

Legal Sex: Not specified

Gender: Not specified

Race: Asian

Ethnicity: Not Hispanic or Latino

Citizenship: Not specified

Parents

+ Invite a Parent

I will be a first-generation college student.

Yes

No

You are a first-generation student if neither parent or guardian has received a 4-year college degree.

Account

nipurna@hotmail.com

+ Add Alternate Email

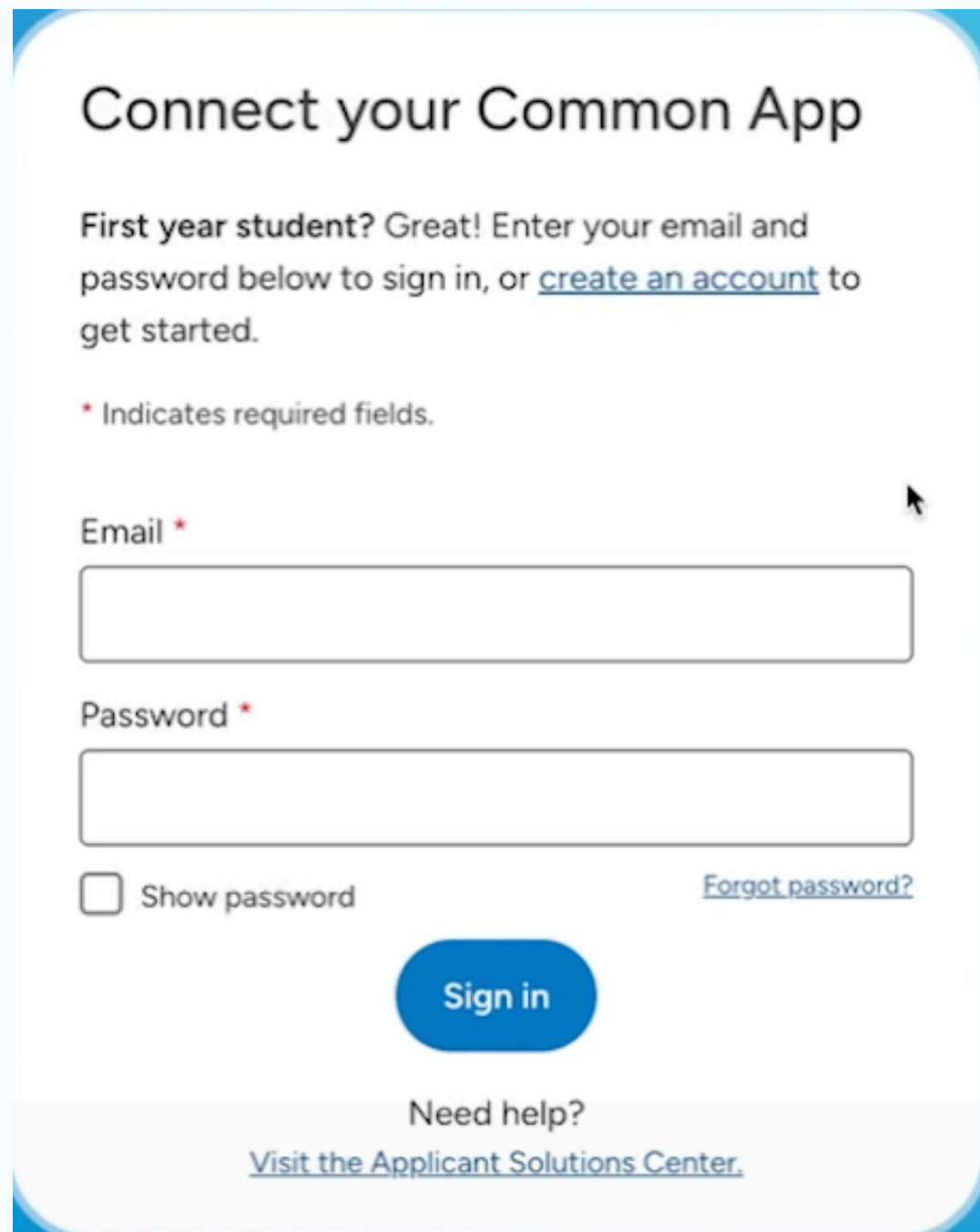
Common App

common app

Not Connected

Connect Common App

CONNECTING SCOIR + COMMON APP ACCOUNTS



The screenshot shows a login form titled "Connect your Common App". It includes instructions for first-year students, a note about required fields, input fields for email and password, a "Show password" checkbox, a "Forgot password?" link, a "Sign in" button, and a footer with a "Need help?" link to the Applicant Solutions Center.

Connect your Common App

First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started.

* Indicates required fields.

Email *

Password *

☐ Show password [Forgot password?](#)

Sign in

Need help?
[Visit the Applicant Solutions Center.](#)

Once a student clicks “Connect Common App”, they'll be redirected back to the login page to enter their credentials.

CONNECTING SCOIR + COMMON APP ACCOUNTS

Connect your account

By checking the box below you will enable Scoir to access certain information from your Common App account that is necessary for integration and processing.

If you authorize this connection, you will be granting permission to Scoir to:

- See the status of your applications and recommendations
- View additional Common App data in order to support submitting recommendations on your behalf

☐ I agree *

CancelConnect and continue

After students successfully login to their common-up account, they'll be taken to a screen to authorize the connection, and they'll check I agree and click the Connect and Continue button.



CONNECTING SCOIR + COMMON APP ACCOUNTS

SCOIR

Schools where I can study abroad

Home

Discover

My Colleges

Inbox99+

NMe

Apply with Scoir

Edit

Nipurna Shukla

Personal Details

Academic Overview

Personal Bio

Activities & Achievements

College Preferences

Careers

Drive

Personal Details

Nipurna Shukla

151 Moore Street
Princeton, NJ 08540

—

—

Aug 4, 2006

Legal Sex: Not specified

Gender: Not specified

Race: Asian

Ethnicity: Not Hispanic or Latino

Citizenship: Not specified

Parents

+ Invite a Parent

I will be a first-generation college student.

Yes

No

You are a first-generation student if neither parent or guardian has received a 4-year college degree.

Account

nipurna@hotmail.com
(Primary)

+ Add Alternate Email

Common App

common app

Connected

Common App FERPA

Waived

Common App ID: 19579749

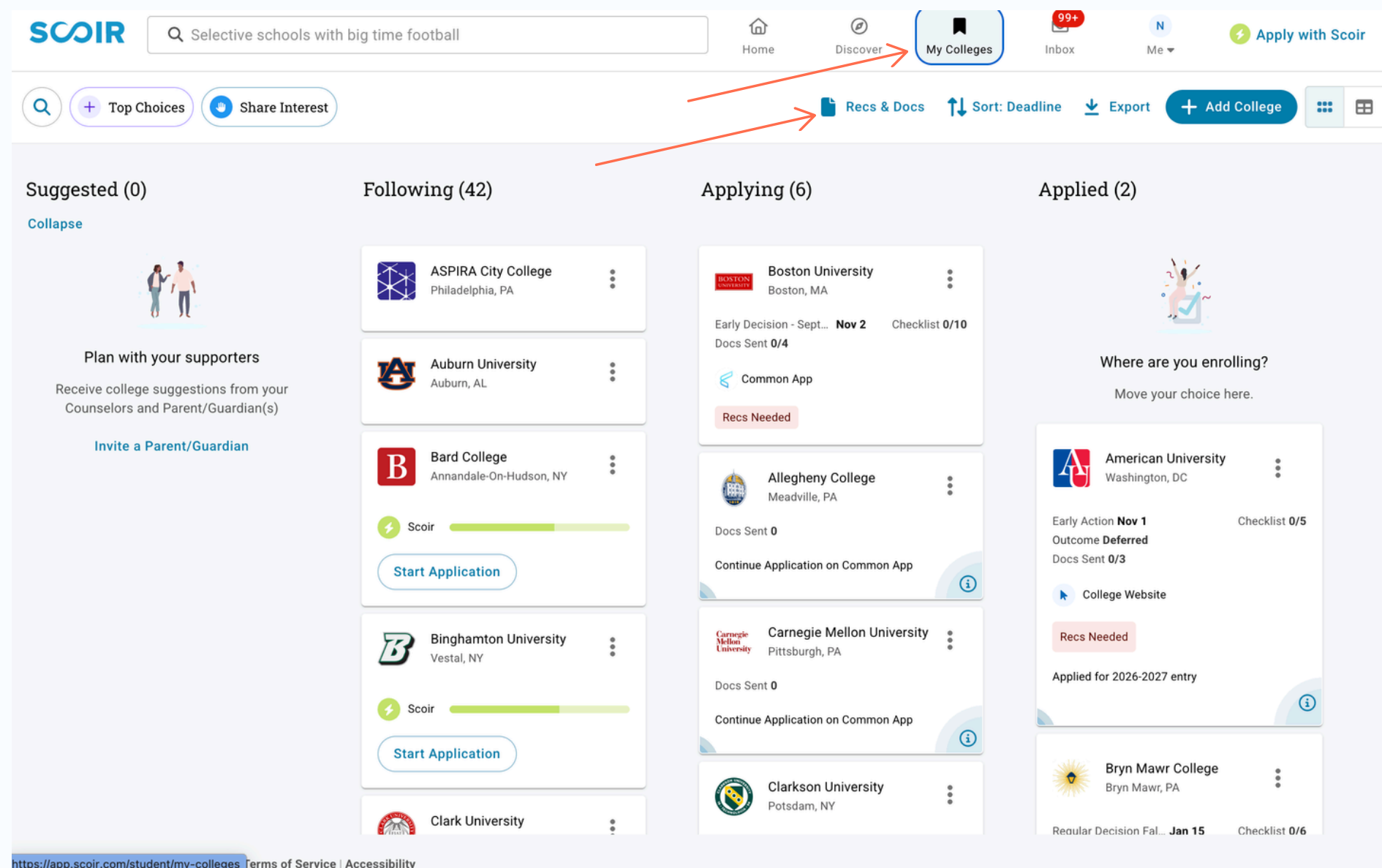
After signing FERPA and connecting SCOIR to the Common App, ensure you see green indicators confirming the connection and that FERPA is signed.

A red arrow pointing from the right side of the image towards the 'Common App ID: 19579749' text in the user profile section.

LETTERS OF RECOMMENDATION

Students will request and manage teacher recommendations in Scoir, and Common App will no longer allow students to request teacher or counselor recommendations on their platform.

From the home page of SCOIR, navigate to My Colleges--> Recs & Docs



Students do not need to request counselor recommendations on SCOIR or the Common App, as counselors must write a letter of recommendation (LOR) for every student.

LETTERS OF RECOMMENDATION

SCOIR

Schools where I can study abroad

Home

Discover

My Colleges

Inbox99+

MeN

Apply with Scoir

[Back to My Colleges](#)

Recs & Docs

Based on your college list, you should request at least 2 recommendations. When you're ready, rank your recs so they're automatically assigned to your colleges in the order you set.

Recommendations

Rank

+ New Request

Recommender	Type	College	Status	
Rick Miller	Teacher	General	Requested Aug 24, 2026	Manage Cancel

Rows per page: 101-1 of 1

Navigate to the Letters of Recommendation Section-->New Request

Include both teacher recommenders here; only PHS teachers can be added to SCOIR.

LETTERS OF RECOMMENDATION

Request Recommendation

Who should we send this request to?

Teacher

miller



Rick Miller

Cancel

Submit

Start typing in the name of your teacher. When their name appears, select it.

LETTERS OF RECOMMENDATION

Add a note

It's helpful to remind your teacher of your best achievements

Subject *

Request for Recommendation

Message *

Thank you!

Add a note, then hit submit



LETTERS OF RECOMMENDATION

SCOIR

Liberal arts colleges in the northeast

HomeDiscoverMy CollegesInbox99+Me▼Apply with Scoir

Back to My Colleges

Recs & Docs

Based on your college list, you should request at least 2 recommendations. When you're ready, rank your recs so they're automatically assigned to your colleges in the order you set.

Recommendations

Rank

+ New Request

Recommender	Type	College	Status	
Rick Miller	Teacher	 General	Requested Aug 24, 2026	ManageCancel
Cecilia Birge	Teacher	 General	Requested Aug 24, 2026	ManageCancel

Rows per page: 10 ▼ 1-2 of 2 < >

After adding both teachers to SCOIR, you need to rank them to specify your primary recommender if the college accepts only one teacher letter of recommendation (LOR).



Teachers cannot view the ranking; it is only visible to students and counselors.

LETTERS OF RECOMMENDATION

Rank Recommendations

When you save, your recs will be assigned to your colleges in the order you've set.

Ranked

Rick Miller

Requested Aug 24, 2026

1

↑

↓

Cecilia Birge

Requested Aug 24, 2026

2

↑

↓

Available

No other recs available

Cancel

Save

Use the arrows to rank each teacher, and remember to save your order.

When teacher requests are ranked, they will be sent to **all** Common App colleges automatically.

Unranked teacher letters must be sent manually by your counselor. Be sure to rank at least two teachers.



Congrats!

You have successfully connected SCOIR with the Common App!

Don't hesitate to reach out to your counselor or Mrs. Shah if you have any questions!

