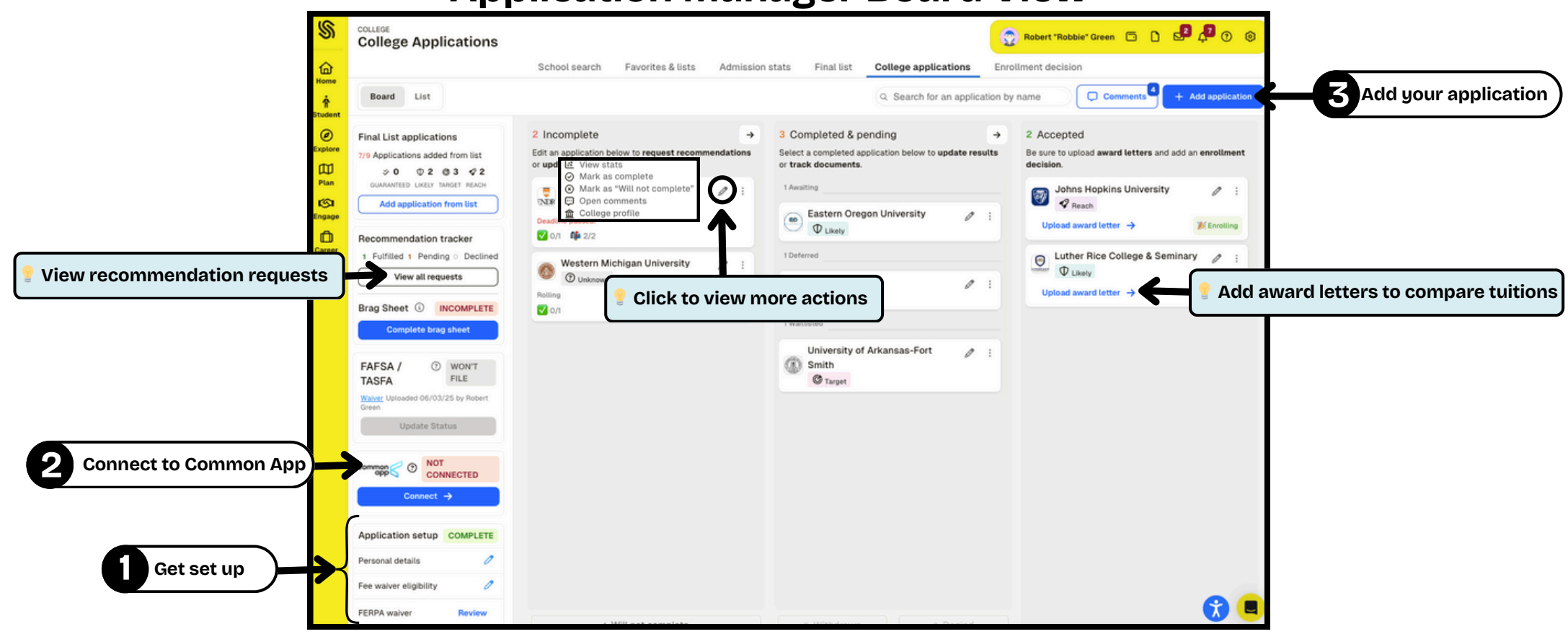
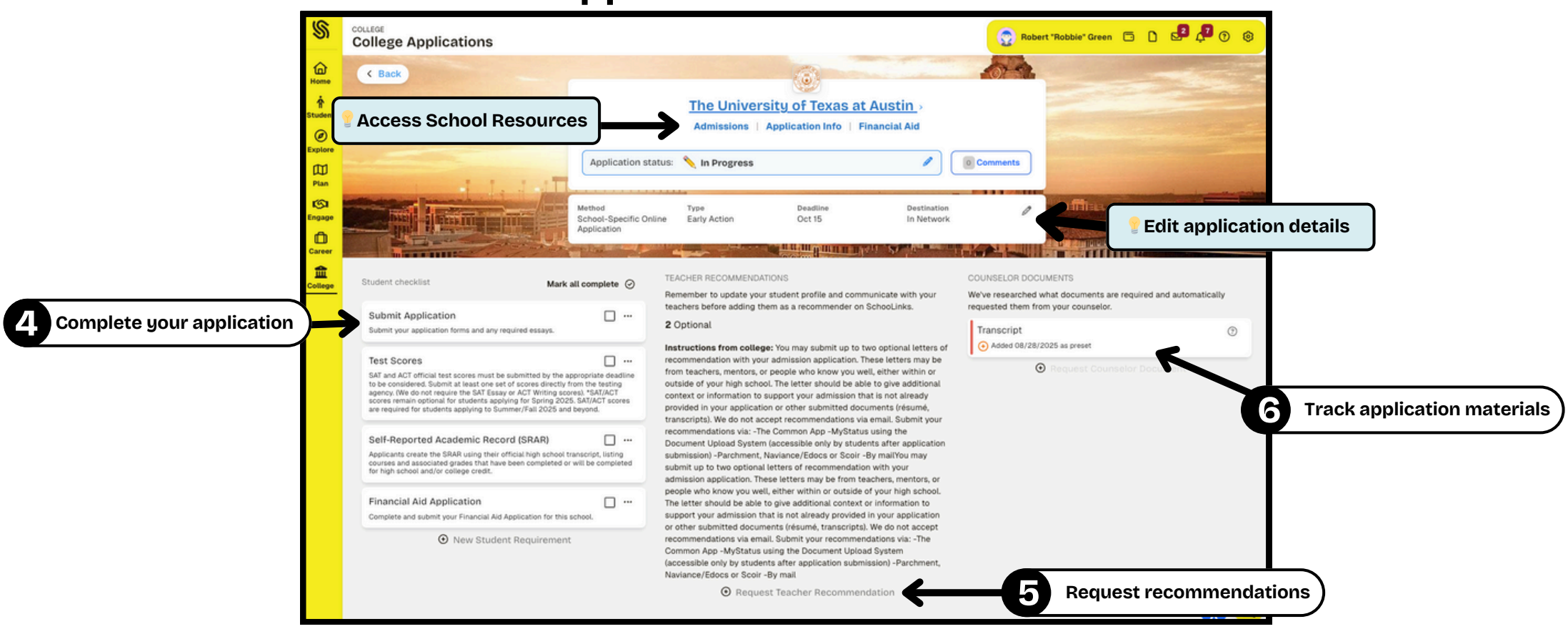
The Student's Map of

SchooLink's College Application Manager

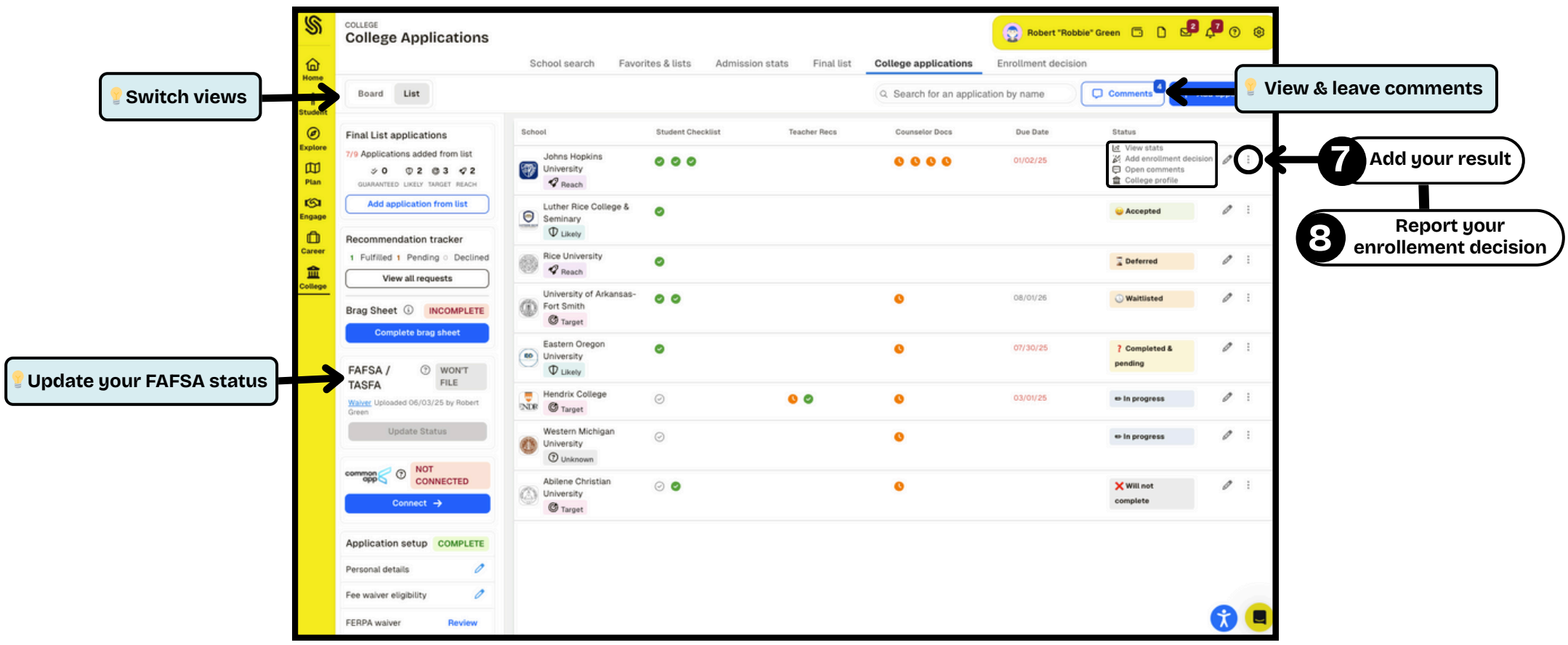
Application Manager Board View



Application Detail View



Application Manager List View

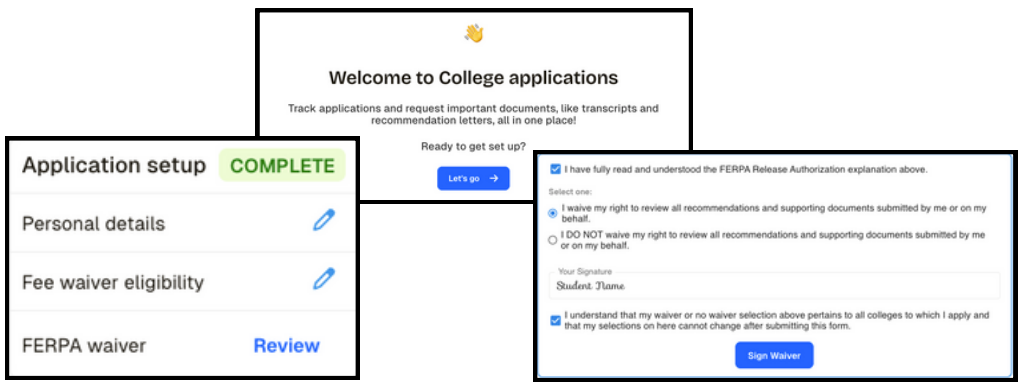


The Student's Map of

SchooLink's College Application Manager

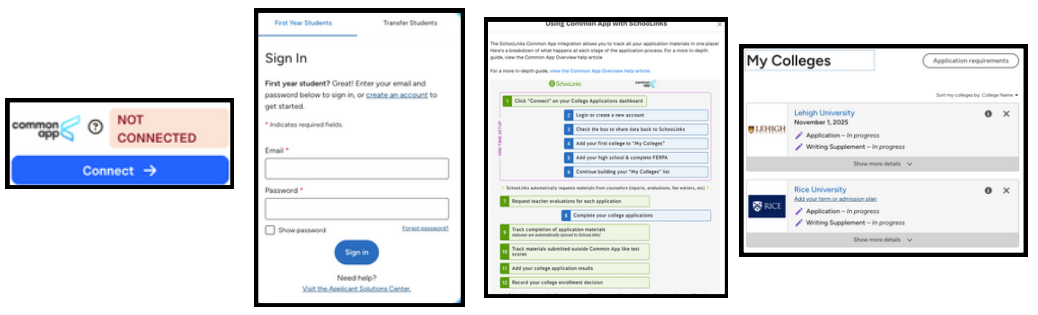
1 Get set up

Add your email and mailing address, determine your fee waiver eligibility, and complete the SchooLinks FERPA waiver in order to start tracking your college applications.



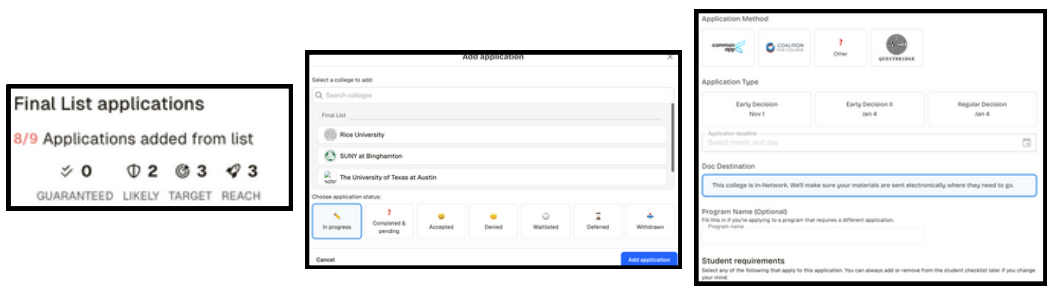
2 Connect to Common App

If your school uses Common App, follow the link to log in or create an account. Make sure you consent to share information with SchooLinks and add your high school. Complete the Common App FERPA in the colleges tab once you've added a college.



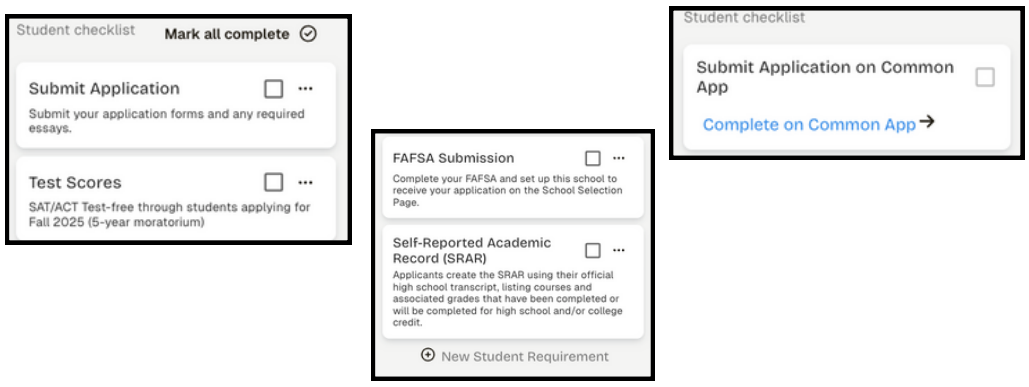
3 Add your applications

Add applications from your Final List and fill out the details. If it's a Common App application, you'll need to add it to "My Colleges" in Common App, then refresh the page in SchooLinks.



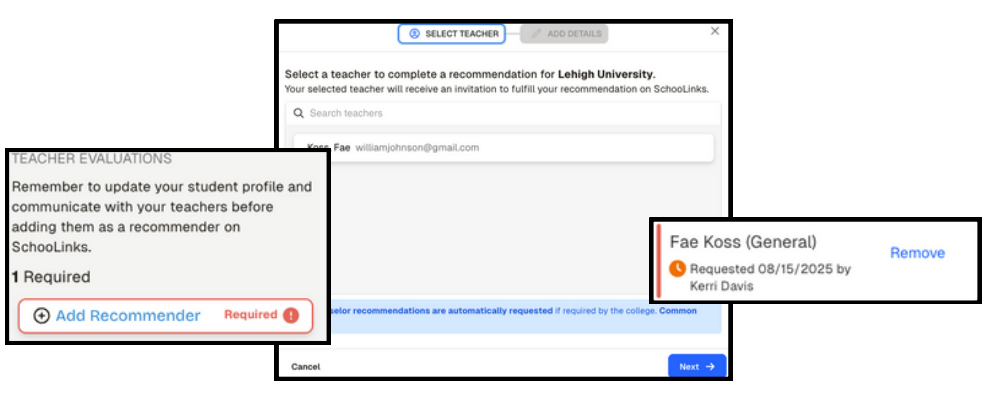
4 Complete your applications

As you complete your applications, be sure to check off the items on your student checklist. You can also check all items at once by clicking "Mark as 'Complete.'"



5 Request recommendations

Once you've added an application, SchooLinks will let you know how many teacher recommendations are required. Select your teacher from a list, or add them manually.



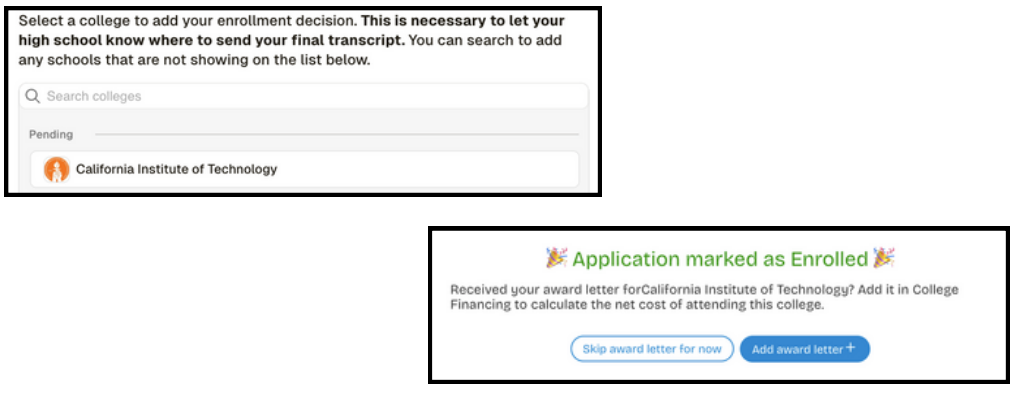
6 Track application materials

Check back in SchooLinks to see the status of all your application materials. With electronic applications, you can even see when the college has viewed your documents!



7 Add your results

Once you've made the big decision, add your decision in SchooLinks to let your counselor know and to request your final transcript.



8 Report your enrollment decision

When you hear back from colleges, add your results in SchooLinks to request any final transcripts and requirements.

