

# SchoolLinks College Process – Non-Common App

*You must use Schoollinks as part of the college application process. This is how we send official documents to colleges, including transcripts and letters of recommendation (if needed).*

## Step 1: Log in to Schoollinks (via CLEVER)

- Click on the **College** tab on the left, then **College Applications**. Click “Let’s go!” when the welcome box appears. On your first visit, a box will pop up asking you for your home address & date of birth. You will answer a few Fee Waiver questions to see if you qualify. Then, you will read and agree to the FERPA Release Authorization. Sign the waiver & click on Finish Application Set up. After that, you will be on the College Applications page, where you can enter & track your college applications.

## Step 2: Adding Colleges to your Schoollinks Account

- Make sure you are in the **College Applications** section.
- To add colleges, click on +Add application (blue button) and you will type in the name of the college you are applying to. Select the college, choose your application status and click Add application.
- Select the application type: Regular, Early Action, Early Decision, etc. Because you are applying to a college using their website, you will select *School-Specific Online App*.
- Student Checklist: This is a list of tasks that you need to complete. These vary by college, so please review the *Application Info* tab (under the college’s logo) for their specific requirements.

## Step 3: Request Teacher Recommendations (If needed)

- Confirm whether or not your college(s) require a teacher letter of recommendation.
- If required, you will request teacher letters of recommendation in Schoollinks, NOT Common App.
- Click on the **College** tab on the left, then **College Applications**. You will see a "Recommendation Tracker" section with a “Make Request” button. Click here to add teacher recommenders.

## Counselors will:

- Send initial transcripts to colleges once you have entered them into Schoollinks and signed the FERPA waiver.
- Send mid-year transcripts (when available in mid February) to colleges you have requested them for.
- Complete a Secondary School Report, including counselor letter of recommendation (when needed). If needed, this will autofill in Schoollinks.
- Send final transcript to the college you select as attending at the end of the school year.

\*When applying to college you need to complete the **FERPA Release Authorization** so your high school can send your transcripts and recommendations. Read and check the boxes to confirm your understanding, then choose whether to waive or not waive your right to review your letters of recommendation. (*Note: Admissions offices and recommenders highly prefer that you **wave your right**, as it ensures the letters are confidential and honest.*)

# SchoolLinks College Process – Common App

*You must use Schoollinks as part of the college application process. This is how we send official documents to colleges, including transcripts and letters of recommendation (if needed).*

## **Step 1: Create a Common Application Account:**

- Go to [www.commonapp.org](http://www.commonapp.org) and create an account.
- Check the box to share data back to SchoolLinks.
- Add your secondary school (Sam Barlow High School).
- Add your first college to *My Colleges* & continue to build your “My Colleges” list. You will need to complete all required sections for each college you are applying to. You will add colleges to your Common App account and they will automatically be added to your Schoollinks account.
- Sign the FERPA waiver\* -you will sign this in both SchoolLinks & in Common App.

## **Step 2: Log in to Schoollinks (via CLEVER) and Link Accounts:**

- Click on the **College** tab on the left, then **College Applications**. Click “Let’s go!” when the welcome box appears. On your first visit, a box will pop up asking you for your home address & date of birth. You will answer a few Fee Waiver questions to see if you qualify. Then, you will read and agree to the FERPA Release Authorization. Sign the waiver & click on Finish Application Set up.
- Link your Schoollinks and Common App Accounts. On the **College Applications** page, you will see the Common App Logo on the left. Click the *Connect* button to link the two accounts.

## **Step 3: Request Teacher Recommendations (If needed)**

- Confirm whether or not your college(s) require a teacher letter of recommendation.
- If required, you will request teacher letters of recommendation in Schoollinks, NOT Common App.
- Click on the **College** tab on the left, then **College Applications**. You will see a “Recommendation Tracker” section with a “Make Request” button. Click here to add teacher recommenders.

## **Counselors will:**

- Send initial transcripts to colleges once you have entered them into Schoollinks and signed the FERPA waiver.
- Send mid-year transcripts (when available in mid February) to colleges you have requested them for.
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