



Search for articles...

All Collections > College Application Manager > Students >
Student: Add a College Application and Request Application Documents

Student: Add a College Application and Request Application Documents

This article will show students how to add college applications and request application documents such as transcripts and recommendations.



Written by Dana Bryson
Updated over 2 weeks ago

Table of contents



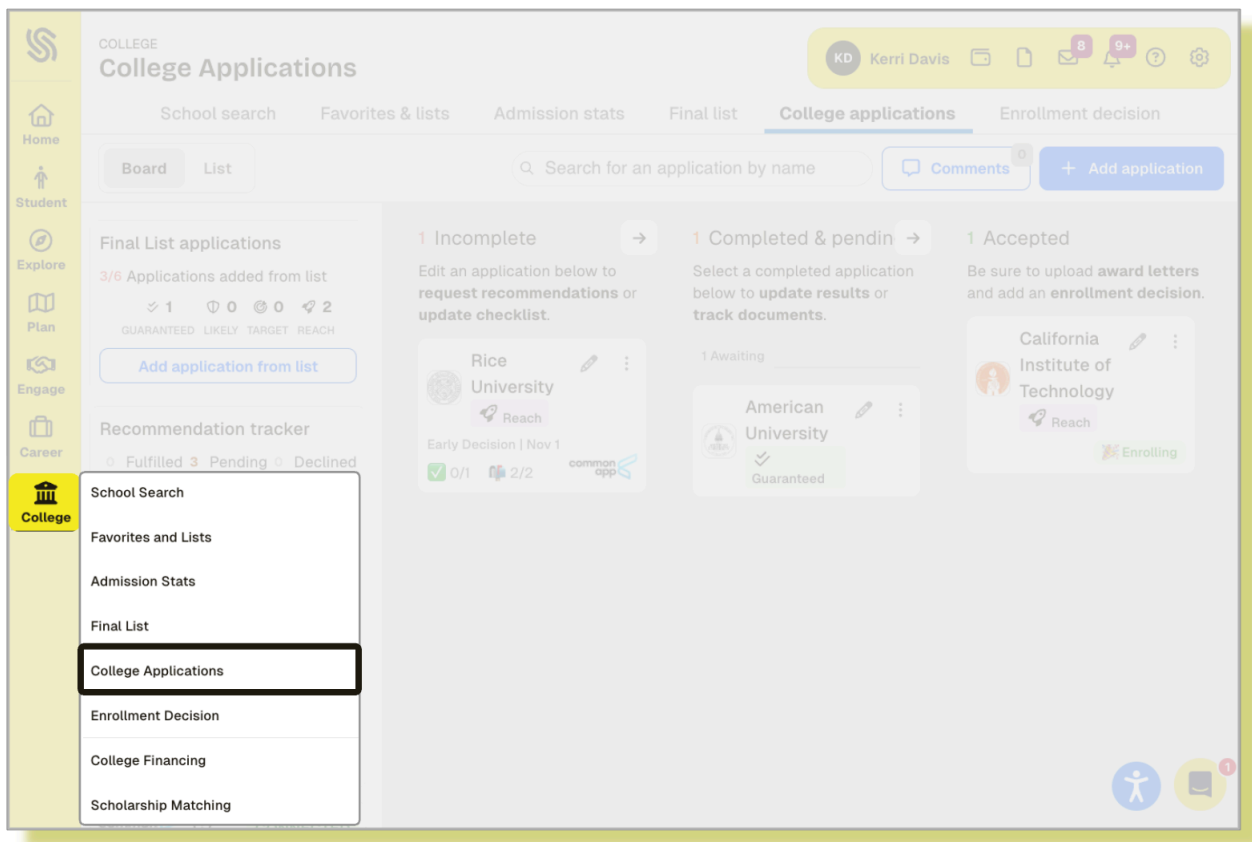
Adding college applications into SchoolLinks ensures that all documents required by colleges are requested from your counselor, such as transcripts and counselor recommendations. Additionally, once added to your College Application Manager, you will be able to organize and manage your own checklist items as well as request teacher recommendation letters for each application.

This article will walk you through the steps on how to add:

- Non-Common App applications
- Common App Applications

Add an Application

1. Click **College** in the side navigation bar, then select **College Application Manager**.



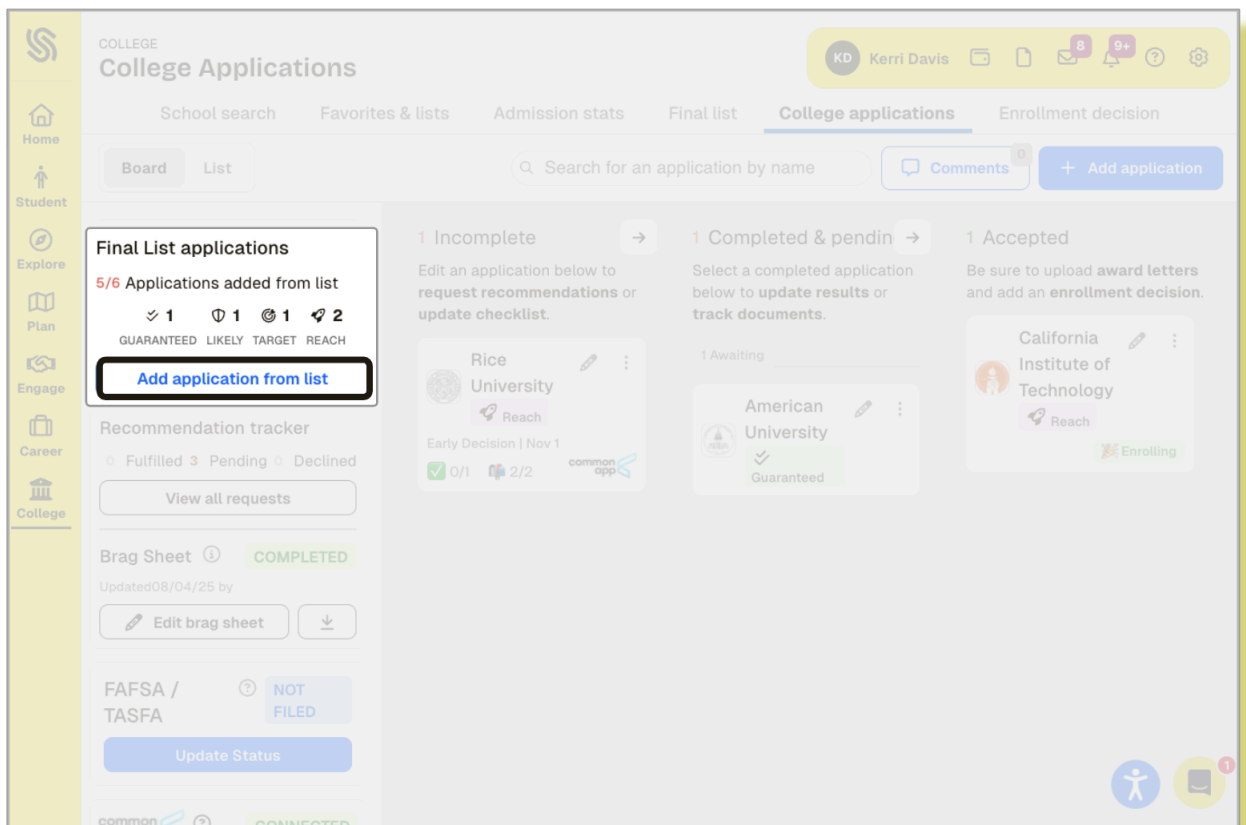
**Note: if this is your first time accessing the College Application Manager, you will need to first complete the 3-part setup process.*

Learn more [👉 College Application Manager Overview & Setup](#)

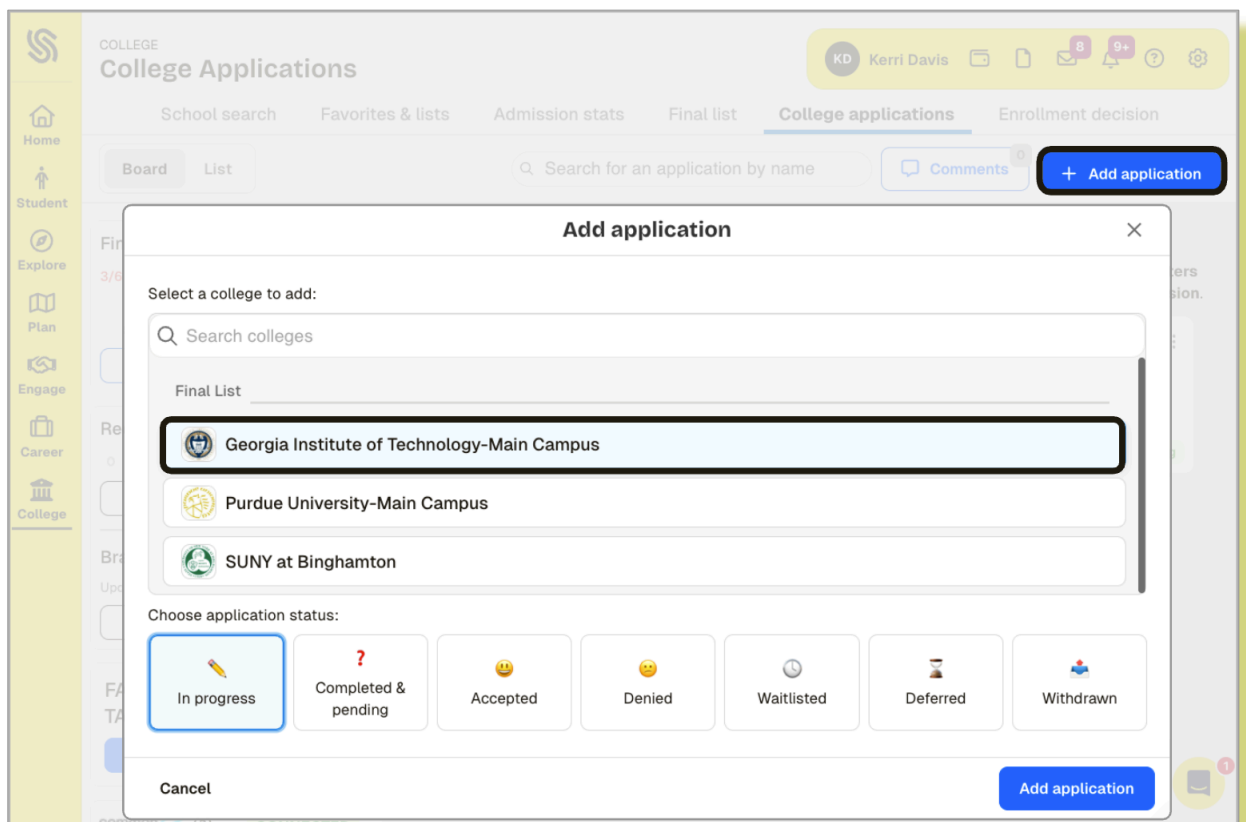
2. Click **Add Application from List** in the top left corner to start tracking an application for a college on your Final List.

This section provides an overview of how many applications you have added, categorized by the four Final List categories: Guaranteed, Likely, Target, and Reach schools, helping you track progress and maintain a balanced application strategy.

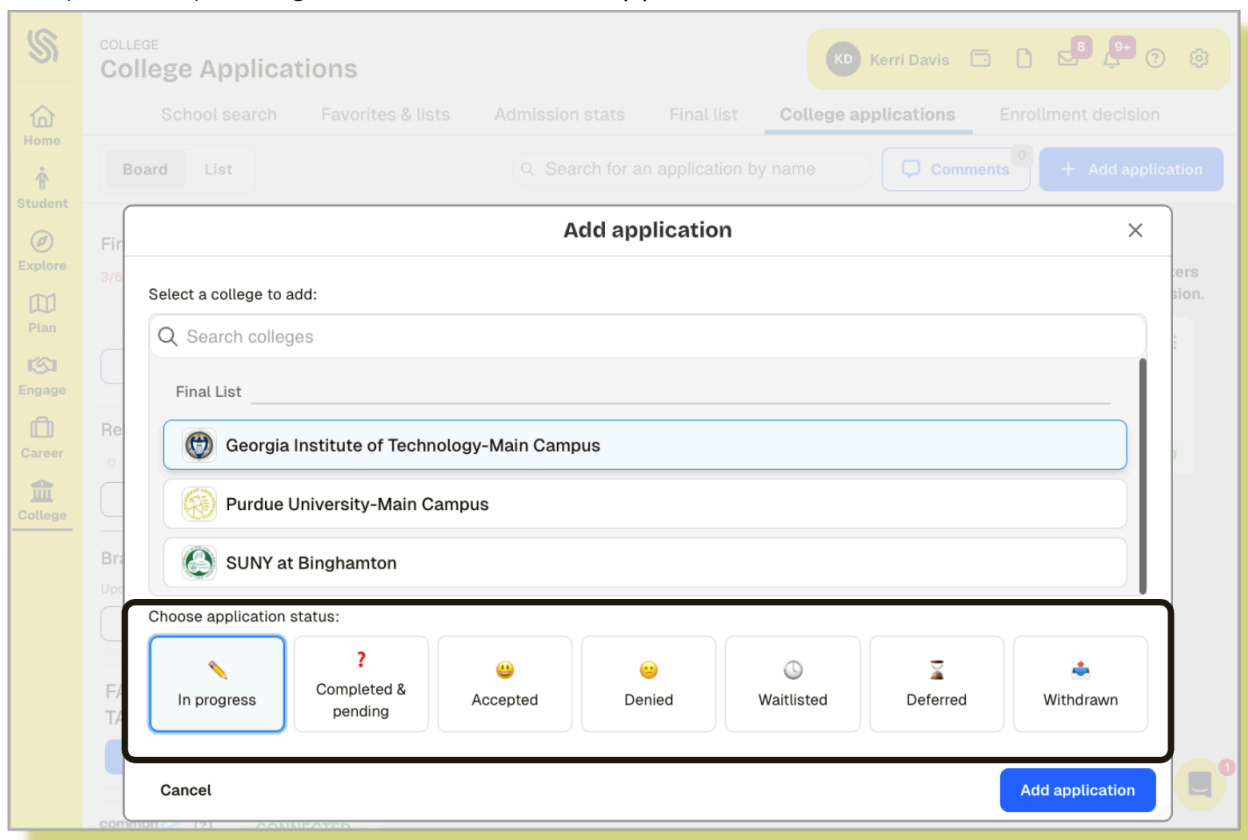
**Note: Learn how to build a final list [👉 How to Build a Final List](#)*



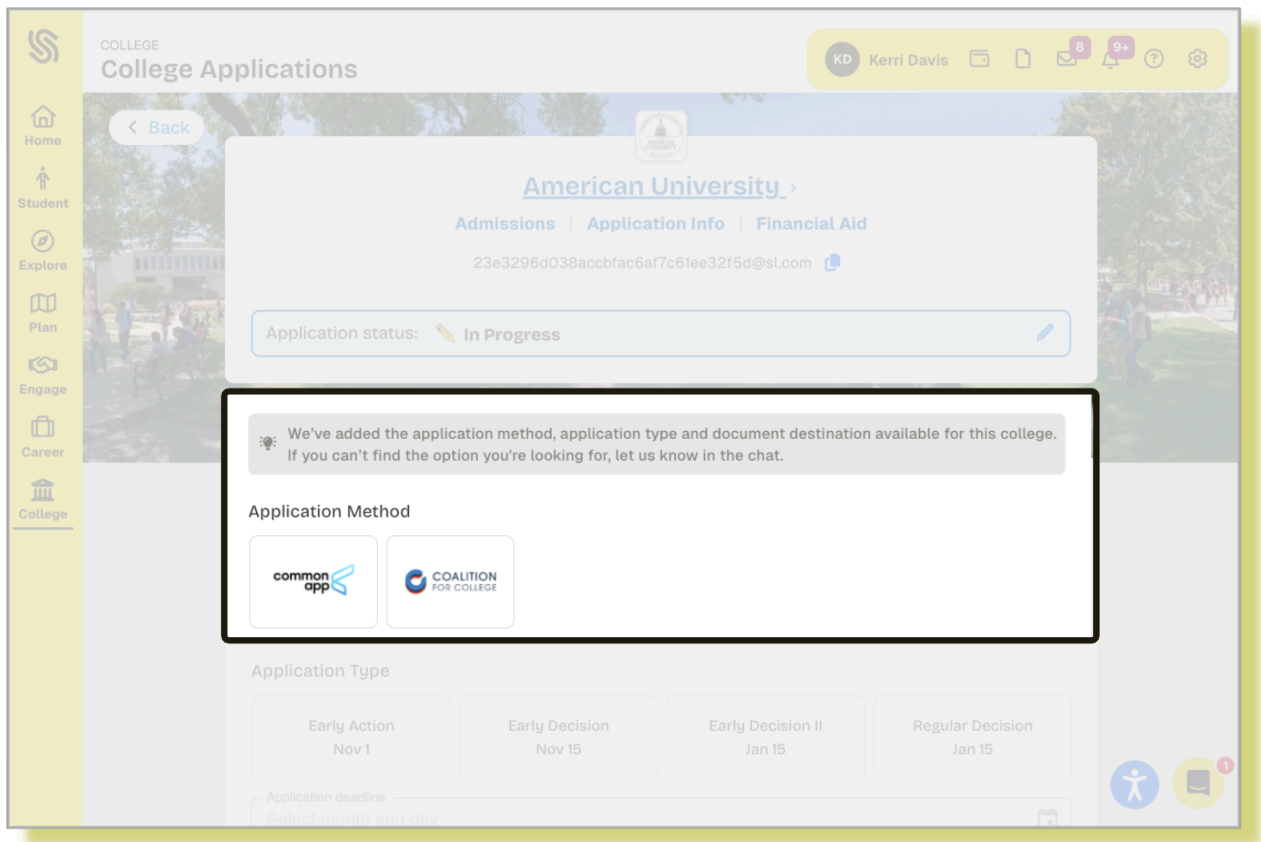
3. Alternatively, you can click **Add Application** in the top right-hand corner and use the search bar to add an application for a college that you did not add to your Final List.



4. **Application Status:** select the application status for this application: *in-progress*, *completed & pending*, *etc*, then click **Add Application**.



5. **Application Method:** select the method through which you will be submitting this application. Every application method accepted by the college will be listed here. Follow the appropriate section below depending on the application method selected.



- ▶ Non-Common App Application Method
- ▶ Common App Application Method

Application Requirements

After saving the application, you will see the college application requirements page. This page contains:

1. The **Student Checklist** for keeping track of all required documents and tasks associated with this application.

COLLEGE College Applications

English Kerri Davis

American University

Admissions | Application Info | Financial Aid

23e3296d038accbfac6af7c61ee32f5d@sl.com

Application status: In Progress

Comments

Method	Type	Deadline	Destination
Coalition	Early Action	Nov 01	In Network

Student checklist **Mark all complete**

- Submit Application** ...
Submit your application forms and any required essays.
- Financial Aid Application** ...
Complete and submit your Financial Aid Application for this school.
- Test Scores** ...
Official SAT and/or ACT Scores
- New Student Requirement

TEACHER RECOMMENDATIONS

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

1 Required • 1 Optional

Instructions from college: Teacher Recommendation Letter

Add Recommender Required

Request Teacher Recommendation

COUNSELOR DOCUMENTS

We've researched what documents are required and automatically requested them from your counselor.

- Transcript ...
Fulfilled 10/22/2025 by
Show history
- Mid Year Transcript ...
Fulfilled 10/22/2025 by
Show history
- Request Counselor Document

2. The number of **Teacher Recommendations** required, along with instructions from the college.

a. Click **Add Recommender** and search for the teacher from the pre-set list of rostered teachers in your district.

COLLEGE College Applications

English Kerri Davis

American University

Admissions | Application Info | Financial Aid

23e3296d038accbfac6af7c61ee32f5d@sl.com

Application status: In Progress

Comments

Method	Type	Deadline	Destination
Coalition	Early Action	Nov 01	In Network

Student checklist **Mark all complete**

- Submit Application** ...
Submit your application forms and any required essays.
- Financial Aid Application** ...
Complete and submit your Financial Aid Application for this school.
- Test Scores** ...
Official SAT and/or ACT Scores
- New Student Requirement

TEACHER RECOMMENDATIONS

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

1 Required • 1 Optional

Instructions from college: Teacher Recommendation Letter

Add Recommender Required

Request Teacher Recommendation

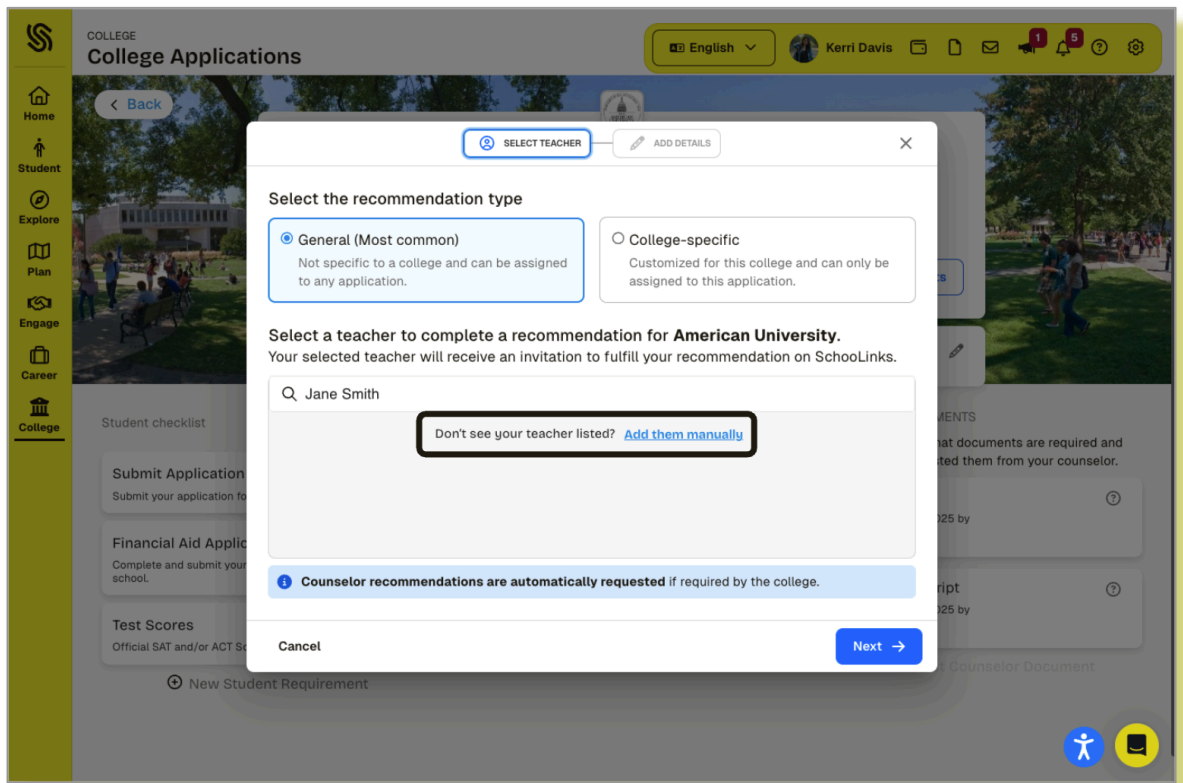
COUNSELOR DOCUMENTS

We've researched what documents are required and automatically requested them from your counselor.

- Transcript ...
Fulfilled 10/22/2025 by
Show history
- Mid Year Transcript ...
Fulfilled 10/22/2025 by
Show history
- Request Counselor Document

b. If the teacher you searched for is from outside the district, they will not populate in the list of options. Click the "Add them manually" link.

**Note: Some colleges allow for optional teacher recommendations, while others do not allow teacher recommendations.*



c. If your district has disabled the ability for students to request teacher recommenders in SchoolLinks, you will have read-only access to the teacher recommendation requests for your applications.

COLLEGE College Applications

English Kerri Davis

American University

Admissions | Application Info | Financial Aid

23e3296d038accbfac6af7c61ee3215d@sl.com

Application status: In Progress

Method Coalition Type Early Action Deadline Nov 01 Destination In Network

Student checklist Mark all complete

Submit Application

Financial Aid Application

Test Scores

TEACHER RECOMMENDATIONS

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

1 Required • 1 Optional

Instructions from college: Teacher Recommendation Letter

Aaron Harper (General)

Sent automatically 06/20/2025

Contact your counselor to manage your recommendation requests

COUNSELOR DOCUMENTS

We've researched what documents are required and automatically requested them from your counselor.

Transcript

Fulfilled 10/22/2025 by

Mid Year Transcript

Fulfilled 10/22/2025 by

3. The **Counselor Documents**, which will be automatically requested with each application. Should you need to request any additional counselor documents, use the message center to send your counselor a message regarding this matter.

Sample of Non-Common App Counselor Documents

COLLEGE College Applications

English Kerri Davis

Rice University

Admissions | Application Info | Financial Aid

a220cabd41e36aa968addaba926dfe75@sl.com

Application status: In Progress

Method Coalition Type Early Decision Deadline Nov 01 Destination In Network

Student checklist Mark all complete

Submit Application

Financial Aid Application

TEACHER RECOMMENDATIONS

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

2 Required

Instructions from college: The two teacher recommendations serve to highlight the applicant's academic strengths and contributions in the classroom. Both of these recommendations should be from teachers of core academic subjects, and ideally one recommendation would relate to the applicant's intended area of study. Though not a requirement, we would prefer letters come from teachers who have taught the student for a full course.

Add Recommender Required

Add Recommender Required

COUNSELOR DOCUMENTS

We've researched what documents are required and automatically requested them from your counselor.

Transcript

Fulfilled 10/22/2025 by

Counselor Recommendation (General)

Added 10/24/2025 as preset

NACAC Fee Waiver (General)

Added based on student fee waiver eligibility questionnaire

Request Counselor Documents

**Note: A NACAC Fee Waiver only populates if you indicated that you were eligible*

Sample of Common App Counselor Documents

The screenshot displays the Lehigh University Common App Counselor interface. At the top, it shows the user's name 'Kerri Davis' and the application status 'In Progress'. Below this, there is a table of required documents with columns for Method, Type, and Deadline. A 'COUNSELOR DOCUMENTS' section is highlighted, listing the following items:

Document Type	Status	Submitted Date	Submitted By
School Report (General)	Submitted	08/05/2025	Fae Koss (Request fulfilled)
Counselor Recommendation (General)	Submitted	10/13/2025	Fae Koss (Request fulfilled)
Fee Waiver (General)	Submitted	10/13/2025	sarah gib (Request fulfilled)

**Note: Your transcript is requested within the School Report, and the Fee Waiver listed here is the Common App fee waiver.*

Now that your application has been added, you can begin tracking your application requirements. Learn more [👉 How to Track Application Requirements](#)

Frequently Asked Questions

- ▶ Can a counselor apply a Common App fee waiver retroactively if a Common App application has already been submitted?
- ▶ If a student accidentally indicates the wrong start term or preferred admission plan in Common App, is it possible to change those decisions so they show correctly in SchoolLinks?

Related Articles

- [Student: College Application Manager Overview & Setup](#)
- [Student: Create a Final List](#)
- [Student: How to Connect Your Common App Account](#)
- [Student: How to Track Application Requirements](#)

Did this answer your question?

