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.

Z Written by Zoe Dubelier
Updated this week

Table of contents

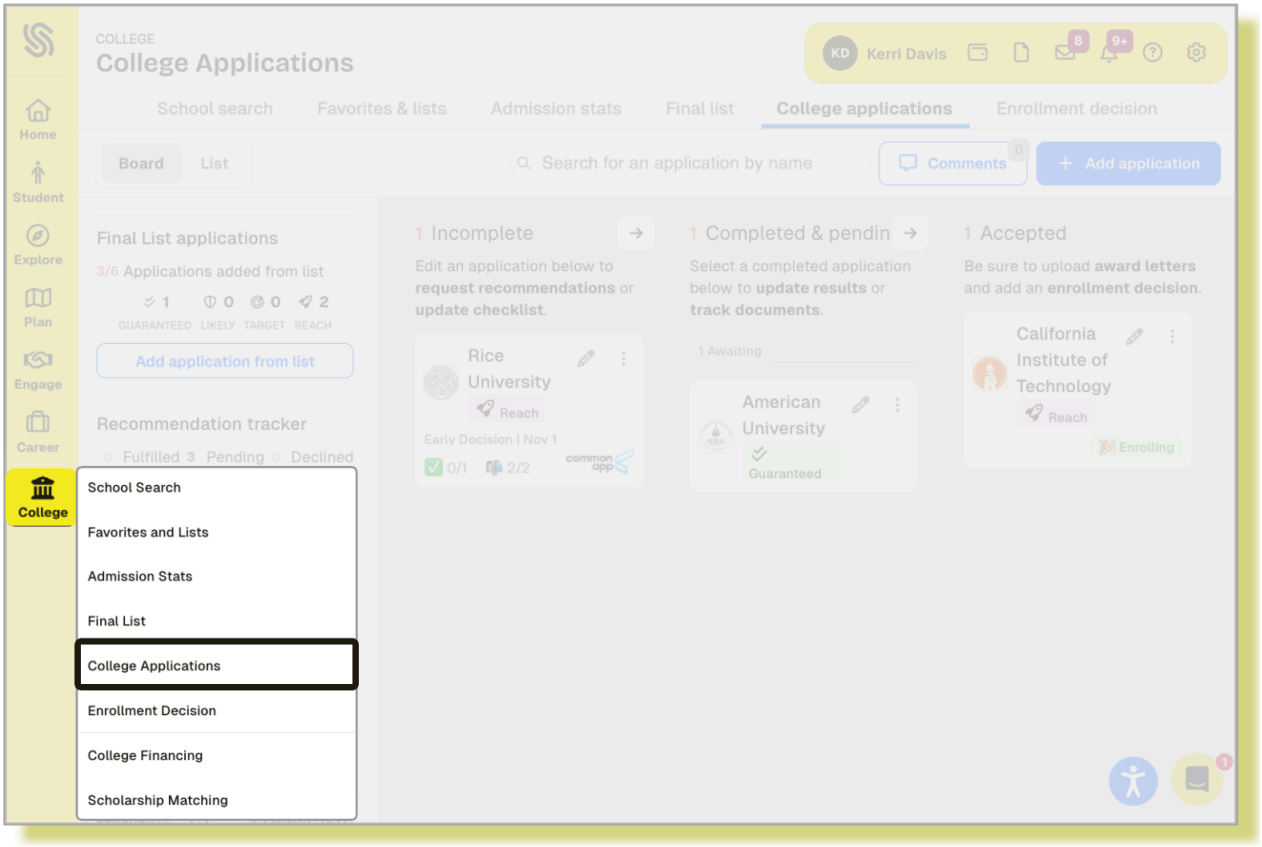
Adding college applications into SchooLinks ensures that all documents required by colleges are requested from your counselor, such as transcripts and counselor recommendations. Additionally, once added to your College Application Manager, you will be able to organize and manage your own checklist items 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.**

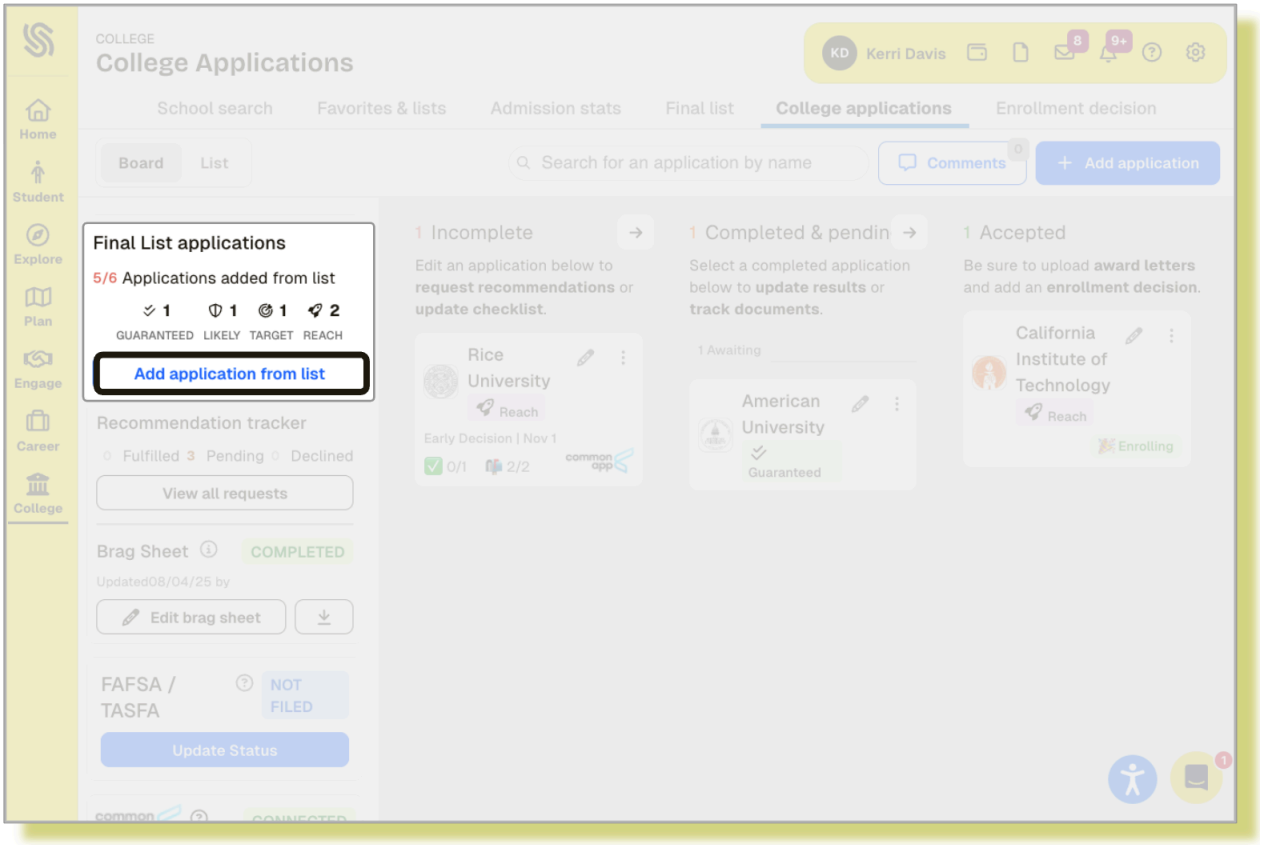


**Note: if this is your first time accessing the College Application Manager, you will need to first complete the 3-part setup process.*
Learn more 👉 *College Application Manager Overview & Setup*

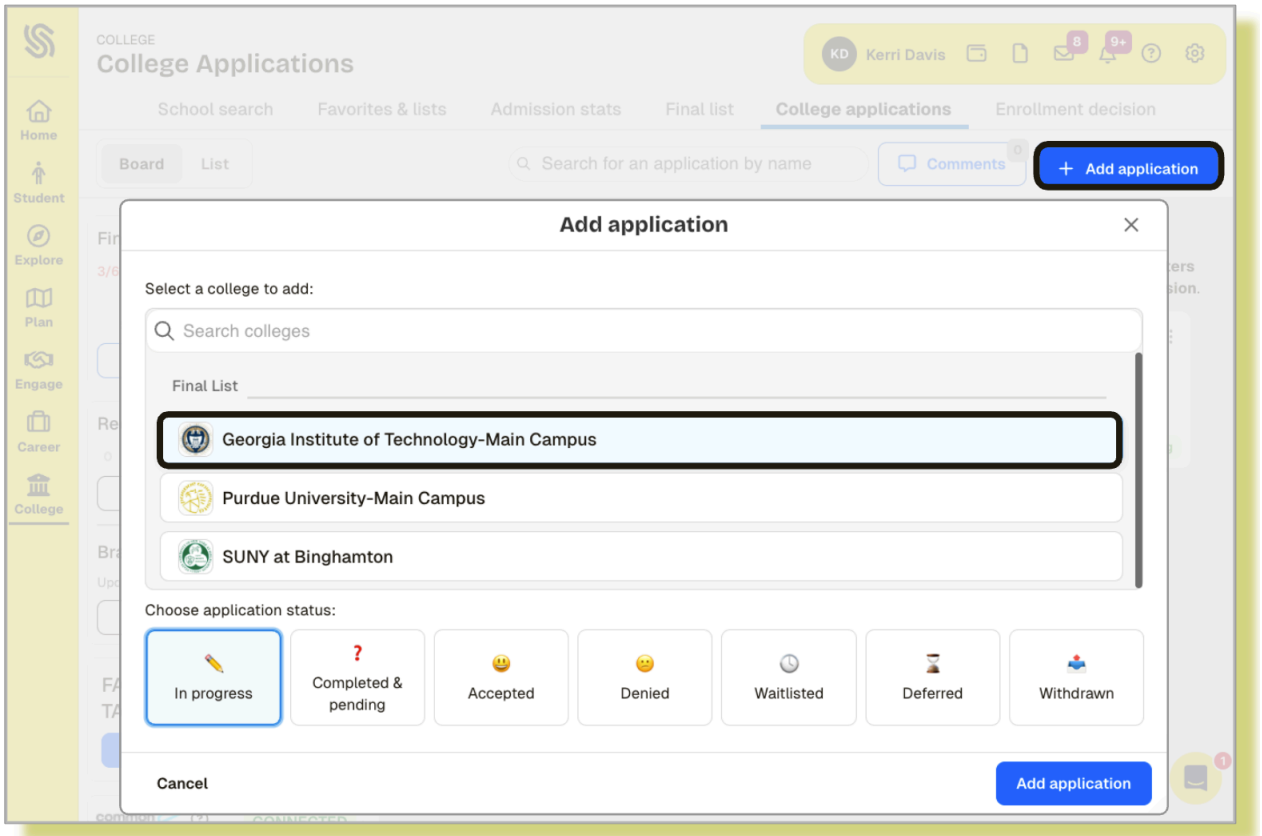
2. Click **Add Application from List** in the top left corner to start tracking an application for a college on your Final List.

   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.

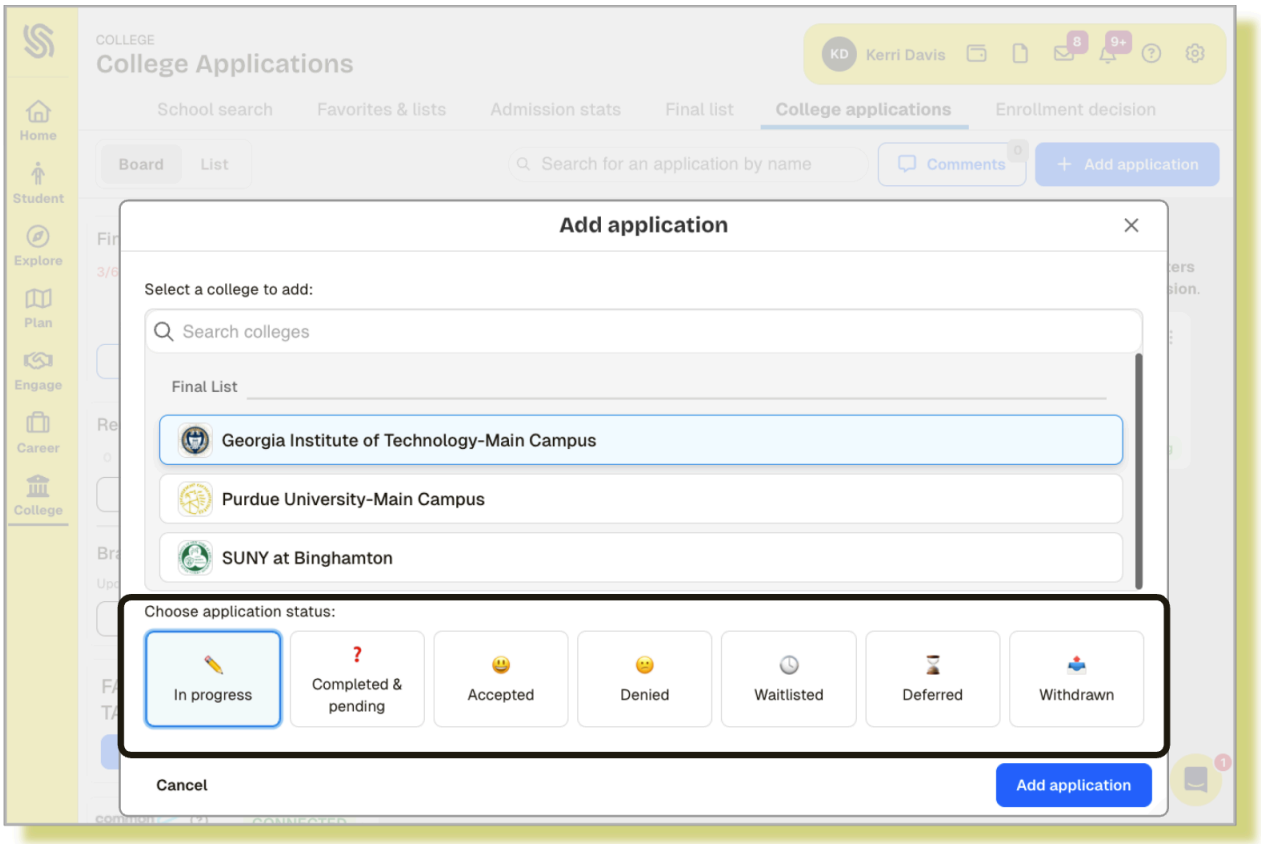
   **Note: Learn how to build a final list* 👉 *How to Build a Final List*



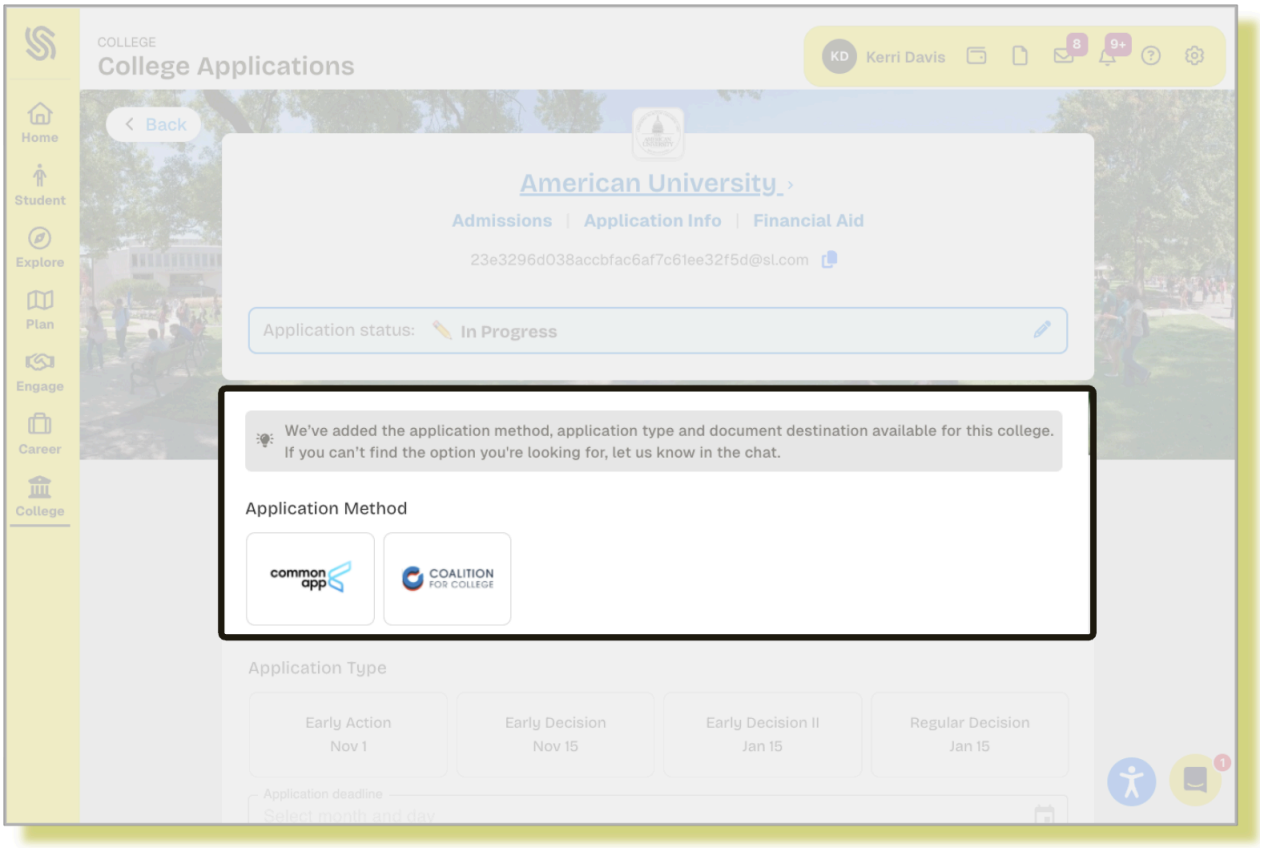
3. Alternatively, you can click **Add Application** in the top right-hand corner and use the search bar to add an application for a college that you did not add to your Final List.



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.

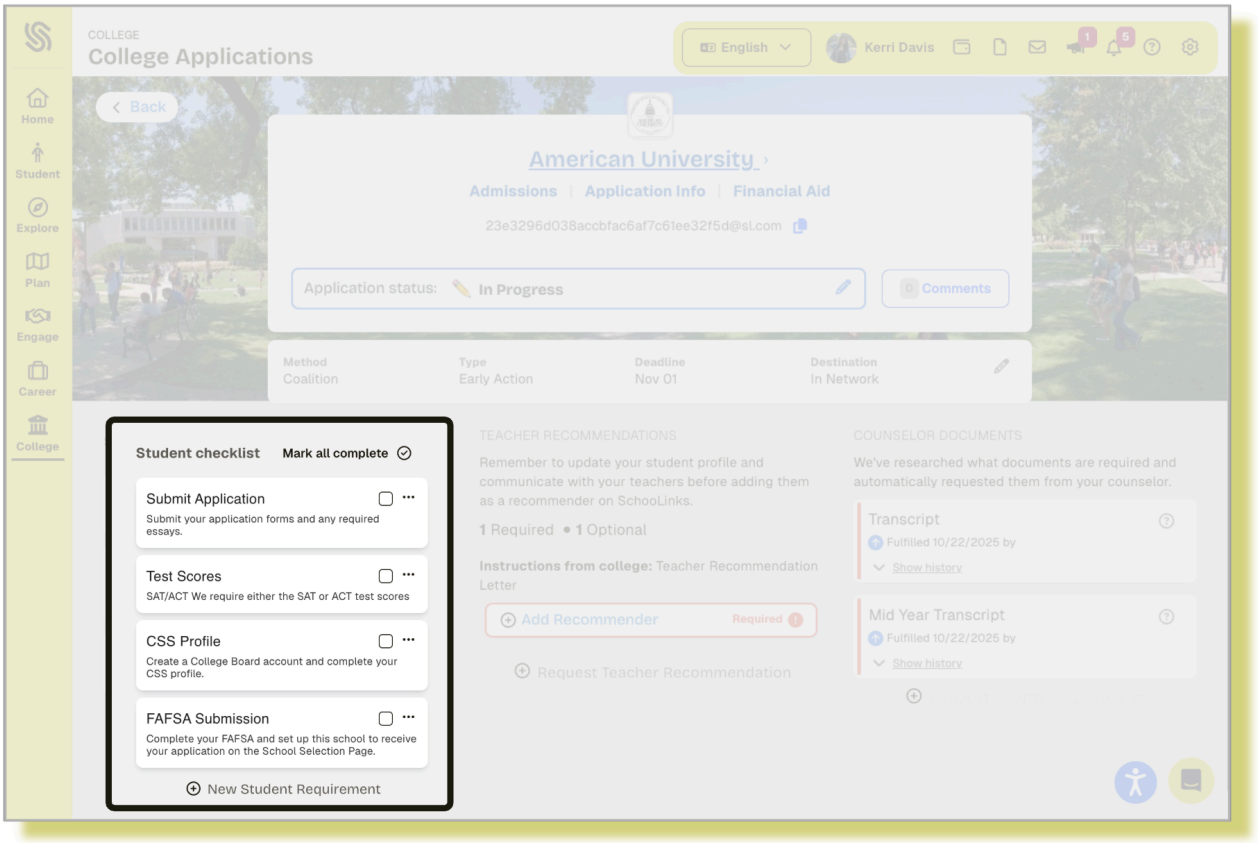


▸ **Non-Common App Application Method**
▸ **Common App Application Method**

Application Requirements

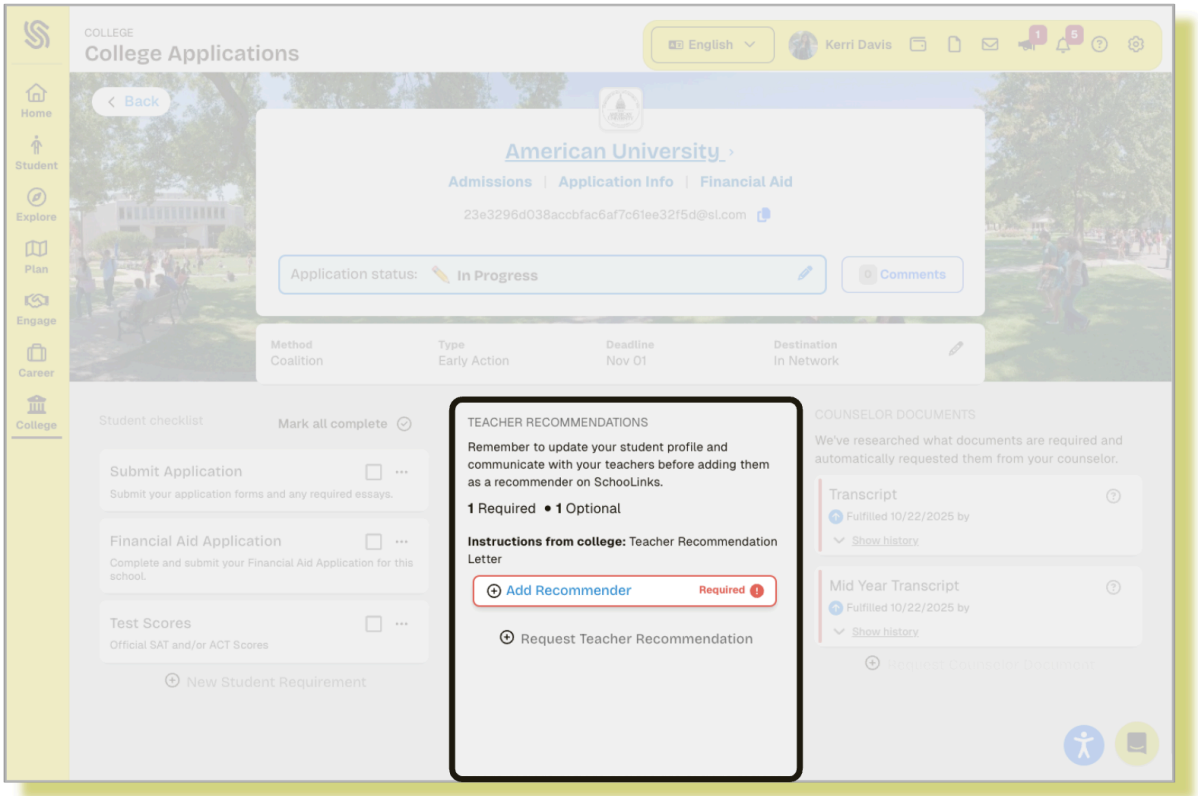
After saving the application, you will see the college application requirements page. This page contains:

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

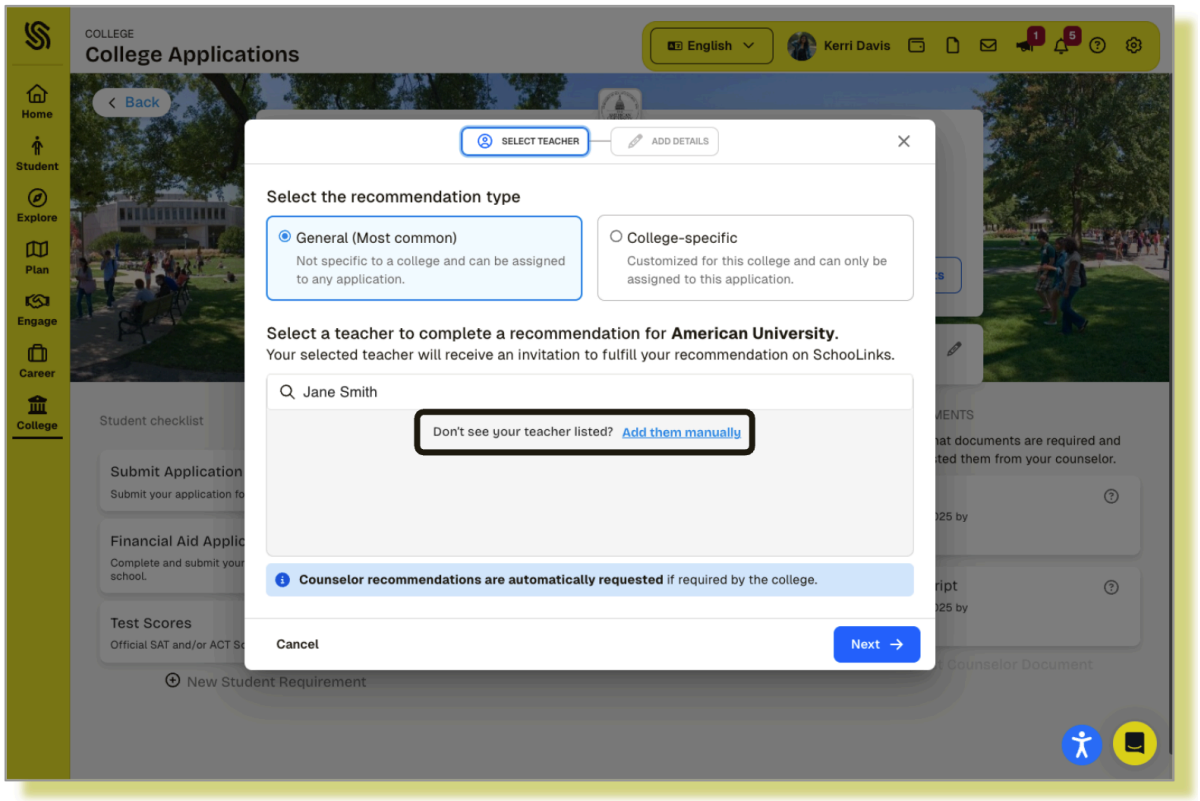


2. The number of **Teacher Recommendations** required, along with instructions from the college.

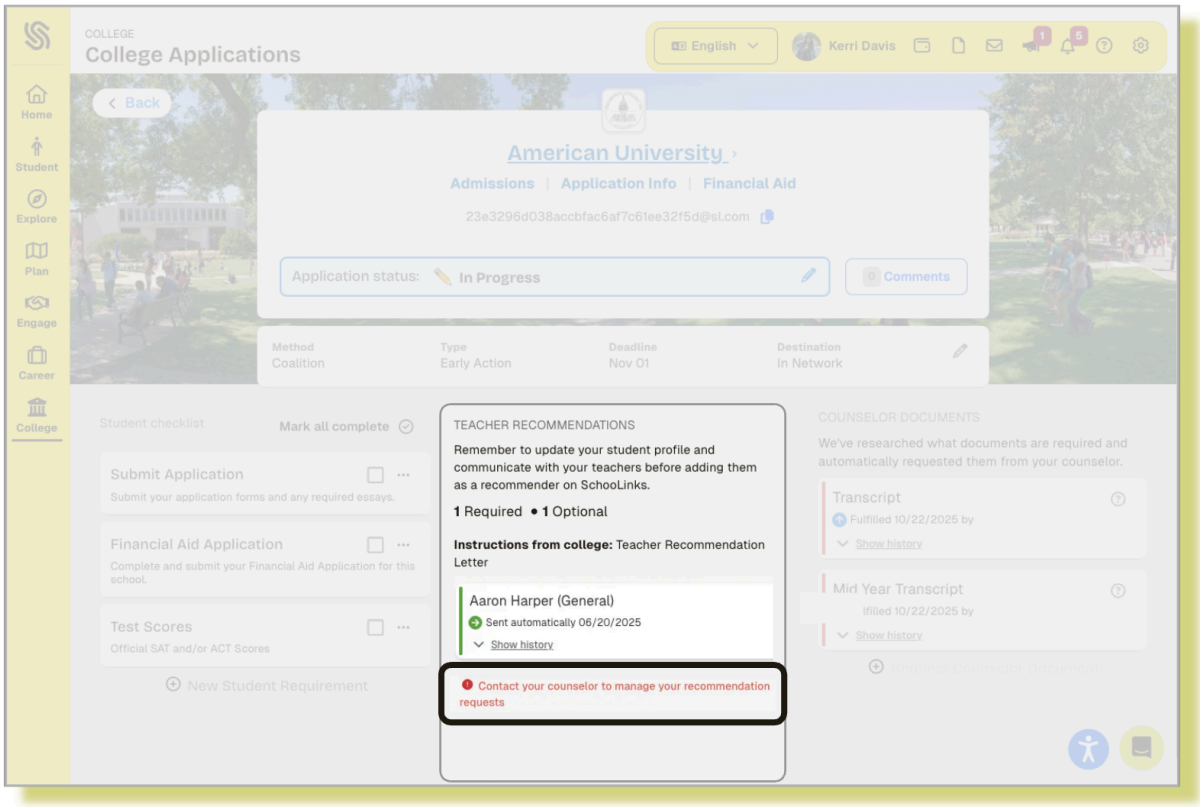
    a. Click **Add Recommender** and search for the teacher from the pre-set list of rostered teachers in your district.



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.*

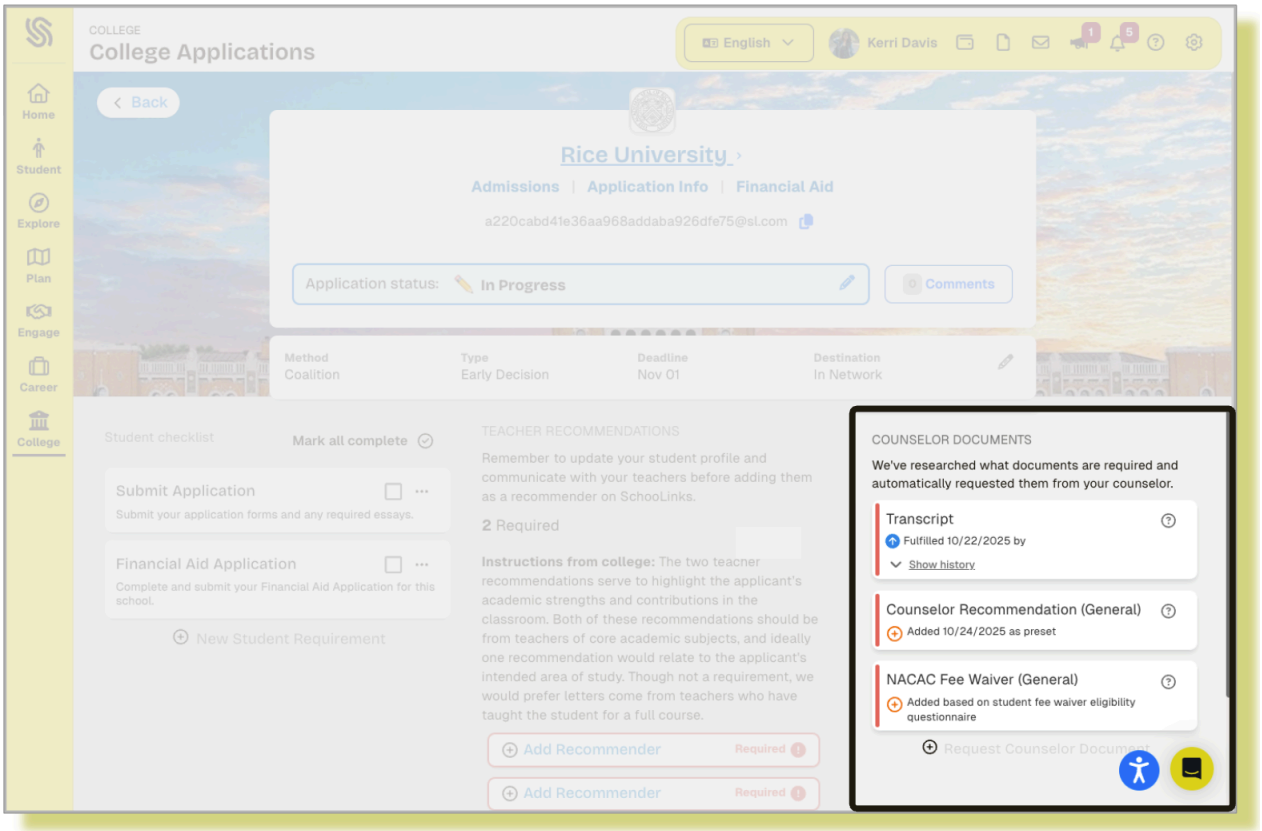


c. If your district has disabled the ability for students to request teacher recommenders in SchooLinks, you will have read-only access to the teacher recommendation requests for your applications.



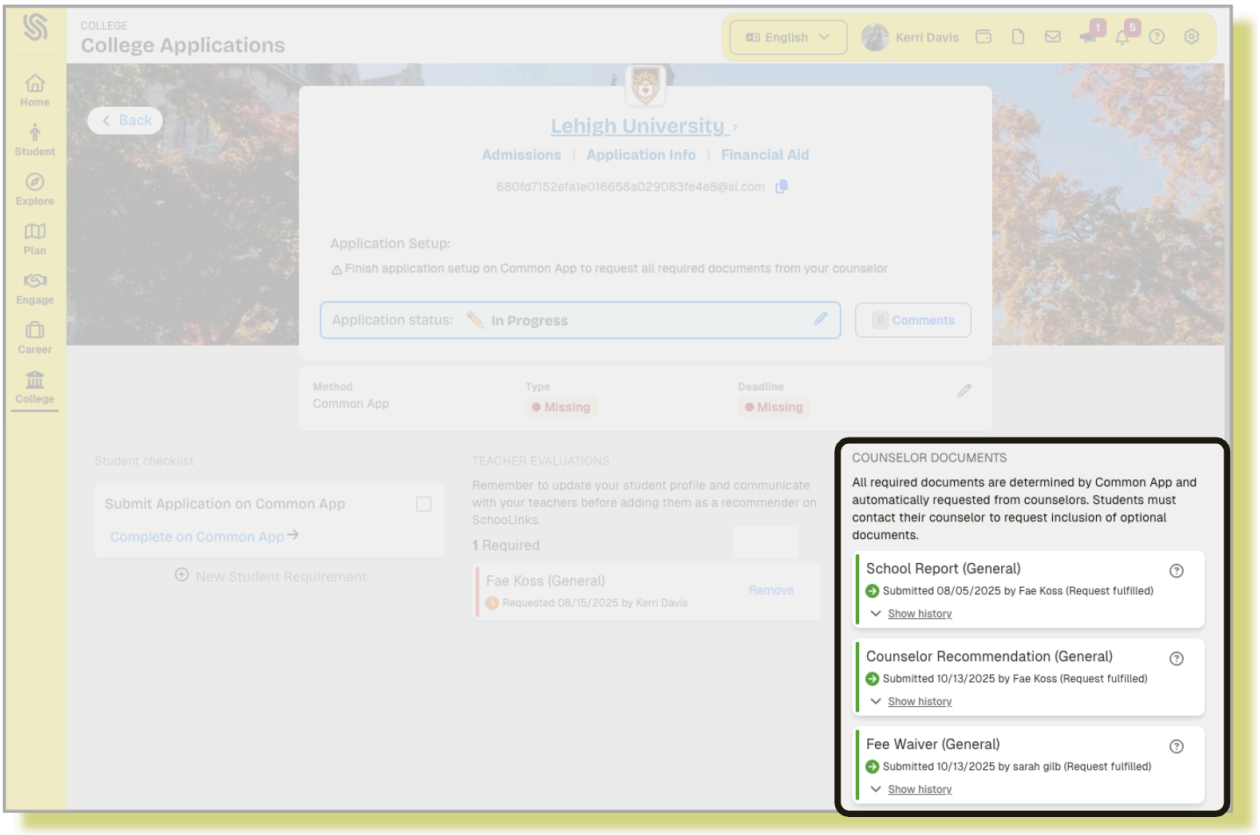
3. The **Counselor Documents**, which will be automatically requested with each application. Should you need to request any additional counselor documents, use the message center to send your counselor a message regarding this matter.

Sample of Non-Common App Counselor Documents



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

Sample of Common App Counselor Documents



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 SchooLinks?

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?

