

# Getting Started with



## SchoolLinks

### College Application Manager

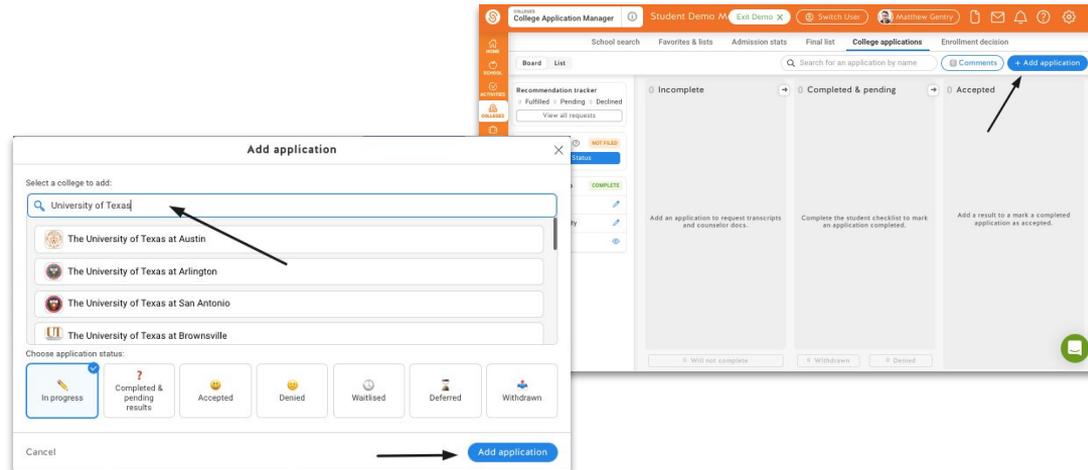
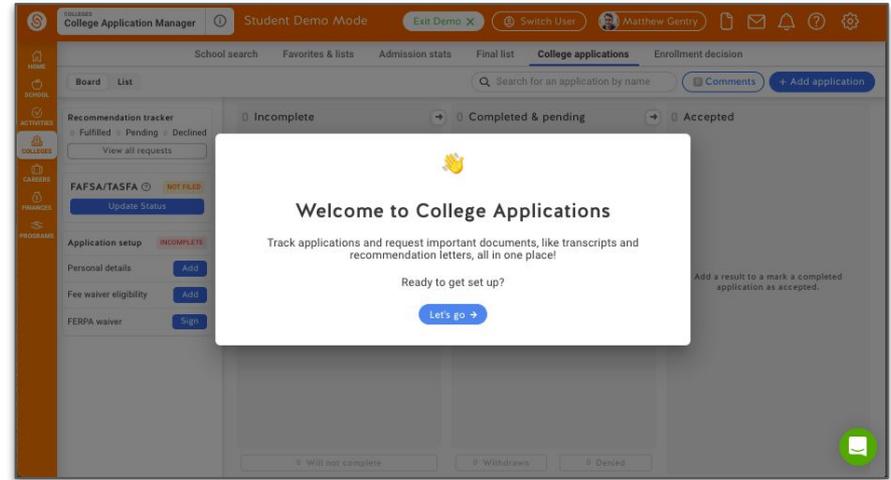
# Getting Started

1. Navigate to the College Application Manager by clicking on **Colleges** → **College Applications**

2. Complete the **Application Set Up**:  
-Personal Details  
-Fee Waiver Eligibility  
-FERPA Waiver

3. Start tracking your first application by clicking **+Add Application**.  
Search for the school and then click **Add Application**

*Tip: If you have schools added to your Final List in SchoolLinks you can select from this list to start an application*



# Application Details

1. After adding an application, fill in your application details.
2. Select an Application Method and Application Type/Deadline.
3. Select any optional student requirements needed. Required materials will be automatically selected.
4. Save your application.

*Note: Application details can be edited at any time. Once you click Save, this will automatically request required counselor documents for the application*

University of Illinois at Urbana-Champaign >

Admissions | Application Info | Financial Aid

Application status: In Progress ✎ Comments

🔔 We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

**Application Method**

common app  School-specific online app  COALITION Now One Link

**Application Type**

Priority Nov 1  Regular Decision Jan 5

Application deadline: Select month and day 📅

**Doc Destination**

This college is in-network. We'll make sure your materials are sent electronically where they need to go.

**Program Name (Optional)**  
Fill this in if you're applying to a program that requires a different application.  
Program name

**Student requirements**  
Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

**Financial aid**

I will be submitting a school-specific Financial Aid Application to this institution.  
 I will be completing the FAFSA form and will need to designate this institution to receive my information in the FAFSA portal.

**Scores and performance**

I will be submitting test scores along with my application to this institution. Optional 🗕  
 I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. Optional

# Application Requirements

## Student Checklist:

- Check the box once tasks are complete.

## Teacher Recommendations:

- Request recommendations for the total # listed.

## Counselor Documents:

- Any required documents will be automatically requested.  
Reach out to your counselor if you need additional documents sent.

The screenshot shows the 'College Application Manager' interface for Rice University. The user is logged in as Matthew Gentry. The application status is 'In Progress'. The interface is divided into three main sections: Student Checklist, Teacher Recommendations, and Counselor Documents.

**STUDENT CHECKLIST**

- Submit Application : Submit your application forms and any required essays.
- Test Scores : Rice will allow first-year and transfer student applicants to undergraduate degree-seeking programs for the 2021-2022 and 2022-2023 application cycles to submit SAT or ACT test scores, if they choose. Students who are unable to submit test scores or prefer not to submit test scores will be given full consideration in the admission selection process.

**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 1

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**COUNSELOR DOCUMENTS**

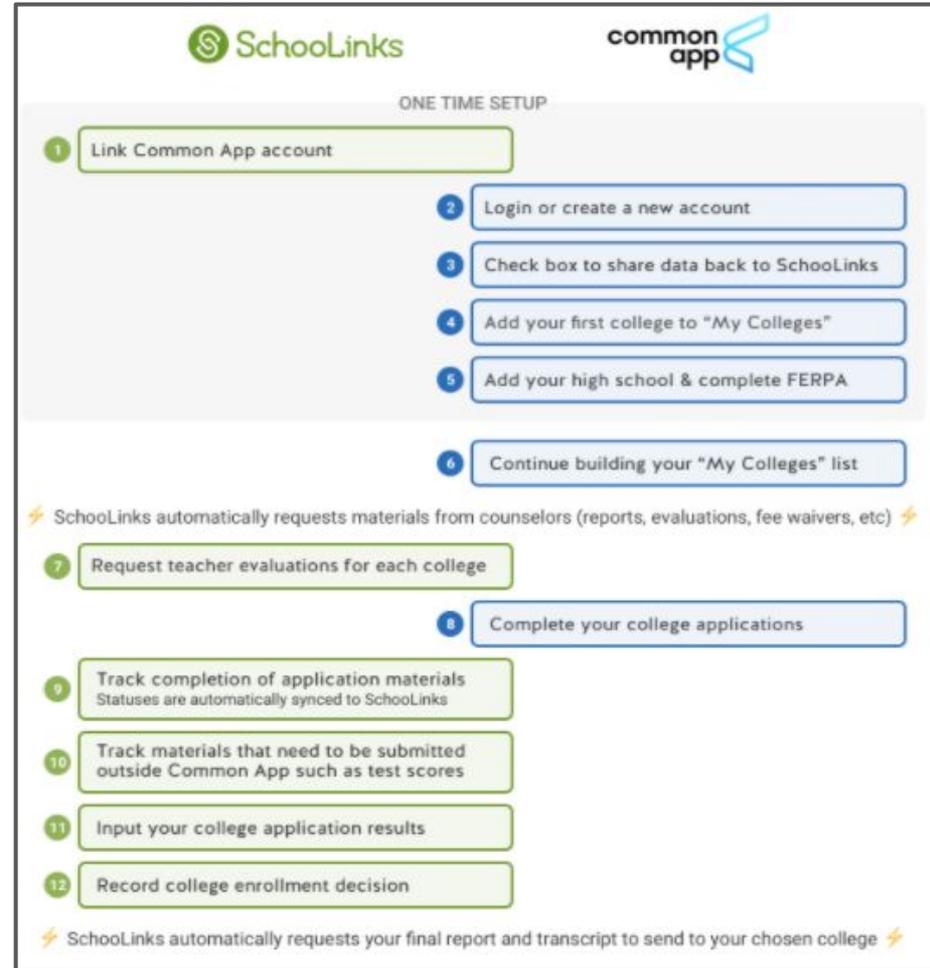
We've researched what documents are required and automatically requested them from your counselor.

- Transcript : Added 07/31/2022 as preset
- Counselor Recommendation : Added 07/31/2022 as preset

[Request Counselor Document](#)

# Connecting with Common App

1. First, link your Common App account by clicking the button on the College Applications page. You can also [watch this video](#) to see the process.
2. Login or create a new Common App account.
3. Check the box to share data back to SchoolLinks.
4. Add your first college to “My Colleges” and complete the FERPA waiver.
5. Use these steps to keep track of what is completed on SchoolLinks and Common App. 



The screenshot displays the 'ONE TIME SETUP' page for SchoolLinks, which is integrated with the Common App. The page features the SchoolLinks logo on the top left and the Common App logo on the top right. The setup process is outlined in 12 numbered steps, with steps 1, 7, 9, 10, 11, and 12 highlighted in green boxes, and steps 2, 3, 4, 5, 6, and 8 in blue boxes. Step 1 is 'Link Common App account'. Step 2 is 'Login or create a new account'. Step 3 is 'Check box to share data back to SchoolLinks'. Step 4 is 'Add your first college to "My Colleges"'. Step 5 is 'Add your high school & complete FERPA'. Step 6 is 'Continue building your "My Colleges" list'. A lightning bolt icon indicates that SchoolLinks automatically requests materials from counselors (reports, evaluations, fee waivers, etc.) after step 6. Step 7 is 'Request teacher evaluations for each college'. Step 8 is 'Complete your college applications'. Step 9 is 'Track completion of application materials' (Statuses are automatically synced to SchoolLinks). Step 10 is 'Track materials that need to be submitted outside Common App such as test scores'. Step 11 is 'Input your college application results'. Step 12 is 'Record college enrollment decision'. A final lightning bolt icon indicates that SchoolLinks automatically requests your final report and transcript to send to your chosen college.

SchoolLinks

common app

ONE TIME SETUP

- 1 Link Common App account
- 2 Login or create a new account
- 3 Check box to share data back to SchoolLinks
- 4 Add your first college to "My Colleges"
- 5 Add your high school & complete FERPA
- 6 Continue building your "My Colleges" list

⚡ SchoolLinks automatically requests materials from counselors (reports, evaluations, fee waivers, etc) ⚡

- 7 Request teacher evaluations for each college
- 8 Complete your college applications
- 9 Track completion of application materials  
Statuses are automatically synced to SchoolLinks
- 10 Track materials that need to be submitted outside Common App such as test scores
- 11 Input your college application results
- 12 Record college enrollment decision

⚡ SchoolLinks automatically requests your final report and transcript to send to your chosen college ⚡