

Overview of using the Common App in SchooLinks as a Student

 support.schoolinks.com/en/articles/4513198-overview-of-using-the-common-app-in-schoolinks-as-a-student



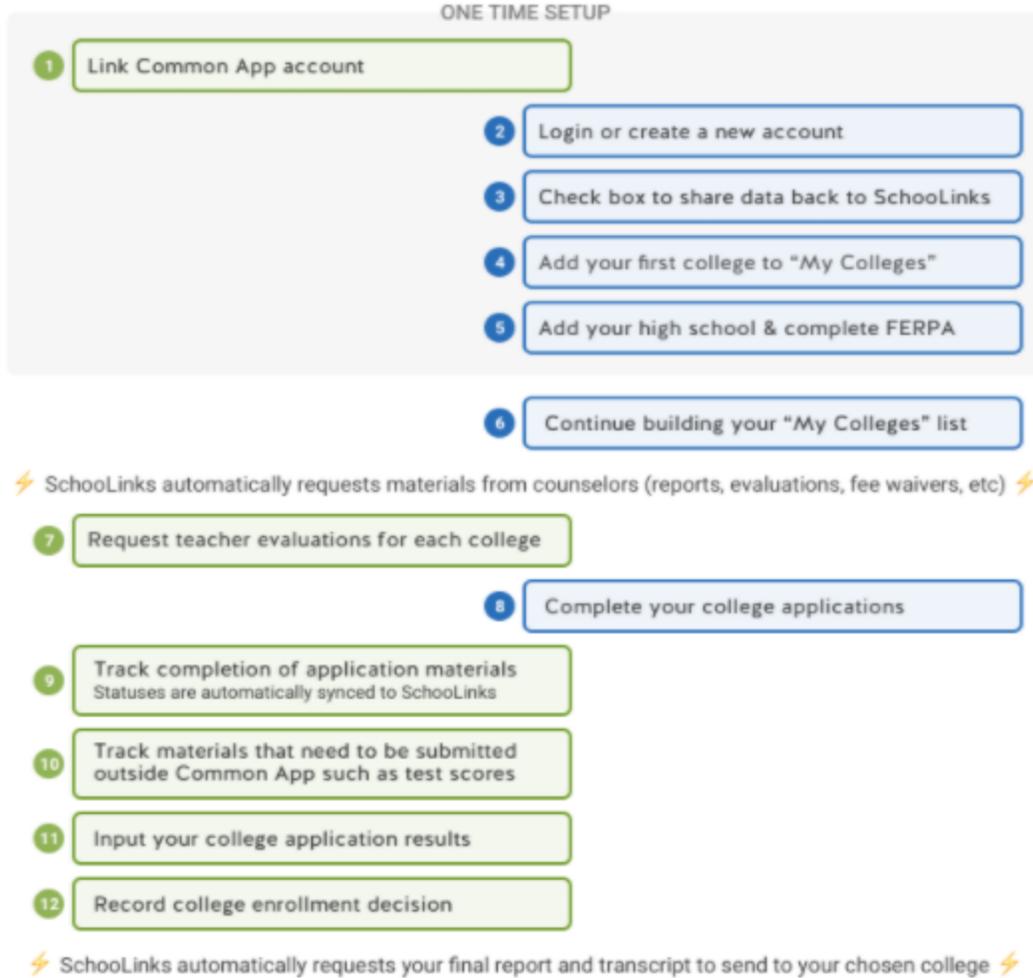
Written by Jenny

Updated over a week ago

This article will give you a general overview of the process for applying to colleges through Common App with SchooLinks. For more details on any particular step, click through the link to the article about that step!

How to Navigate Common App Process in SchooLinks

These are the high level steps involved in applying for a Common App school. If you've already tried to access a Common App school, you may recognize this image from the pop up that you see when you're accessing the Common App process within SchooLinks. Don't worry if you don't understand! We'll explain each step in more detail below.

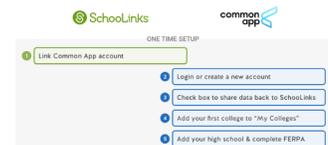


Detailed Steps for completing a Common App Application

We've included a detailed breakdown of the chart above to walk you through the process step by step. Any links you see will take you to relevant articles to explore even more.

Setting up Your Common App Account:

First, you'll link your Common App account by clicking the button on the College Applications page. You can also [watch this video](#) to see the process.



When you have successfully connected your Common App account, you can add your first college that uses Common App on SchoolLinks!

You'll be sent to Common App with the college automatically added to "My Colleges" and you can complete your account setup (adding school and signing FERPA.)

Adding colleges to your list:

You can add colleges to your list to apply to either within SchoolLinks or in the Common App. If you add them in SchoolLinks, you'll be required to go to Common App to fill in the details.

Once you've added a school in Common App, all of the details will get synced back to SchoolLinks. SchoolLinks will then begin requesting materials for you, such as the required reports and transcripts.



Teacher Evaluation requests:

While you're waiting on your counselor to upload those for you, you need to request the required teacher evaluations and letters of recommendation that your application needs.



Complete your Applications:

After you've gathered all of the student application materials, you will complete your application through the link to Common App

Don't worry if your school hasn't submitted all of their documents, those will be added to your application automatically!



Tracking your Application Requirements:

Now that you've submitted your application, you'll just want to track the application within SchoolLinks. This will let you keep tabs on what materials your school still needs to or has already submitted.

Your college may have required application materials from outside of SchoolLinks, which you will need to indicate within SchoolLinks when you have submitted them.



Track your Results:

Finally, when you start getting results from your applications, update the results in SchoolLinks so that you can make your enrollment decision, and get your final transcript and supporting documents sent to that school.



Definitions

You might encounter the following terms as you use Common App on SchoolLinks.

- **Teacher Profile (or just Profile)** - The Profile contains identification and contact information about the recommender. Completed by the recommender while completing their first evaluation.
- **Counselor Recommendation** - The Counselor Recommendation contains the subjective information about the applicant.
- **Fee Waiver Form** - The Fee Waiver form allows the counselor to confirm that the applicant qualifies for a Common App fee waiver.
- **Teacher Evaluation** - The Teacher Evaluation, or teacher recommendation, asks some specific questions about the teacher's relationship to the applicant along with a letter of recommendation upload.

Where to Find Help with Common App

If you have other questions about the Common App process or other terms used by Common App, please visit the Common App's [Application guide for first-time students](#). You can also visit the [Common App help page](#) for more information.

Did this answer your question?