



# COLLEGE APPLICATIONS *Via* SchooLinks

Log in Using Clever (icon @ the bottom of the page)

Electronic Transcript requests will be done in SchooLinks OR Common Application  
Mailed transcripts will be ordered through the registrar (\$2 each) 1st and Last Free

## **Applying to Colleges (Non-Common Application Schools): FIRST: LOG IN TO SCHOOLINKS-**

- Click on Colleges and then College Applications. A video will pop up (the 1st time you log in), entitled *Understanding College Applications for Students*.  
You can view the video again, by clicking the blue, Help Video button in the bottom right corner.
- Click "Track" under Submission Tracker, to create a list of colleges that you will apply to.
- Under "In Progress," click on +Add School and you will type in the name of the college you are applying to. Select the college and you will see a tile with links to the admission website at the top.
- Select the application type: Regular, Early Action, Early Decision \*\*Most students apply Regular Decision
- You will need to know the deadline for the application type you choose if it is not populated for you.
- Application Method: If you are applying to the College, using their website, you will select "School-Specific Online Application." The other choices are the Common Application or Coalition.
- Check the box- *I plan on requesting an application fee waiver*, if this applies to you.
- Check the box- *I plan on applying for Financial Aid (FAFSA or ORSAA)*. Most students will click this box.
- Click the green *Save App Details* button.
- Under Application Requirements there are two tabs, *Student Requirements* and *High School Requirements*. This is where you can add tasks that need to be completed.
  - Student Requirements:** Submit application, FAFSA submission & Financial Aid Application, will be tasks that are already assigned to you. You can add other tasks, such as: Requesting Recommendation Letters, Application Fee Waiver, or Test Scores (test scores are already on your Barlow transcript so you do not need to select this option). The listed requirements may change, based on the college you are applying to.
  - High School Requirements:** Counselor Recommendation, Initial Transcript & Mid year Transcript: You will always add the Initial Transcript, as this is how your counselor is notified that you would like your transcript sent to that College. You will need to check the College's website, to determine if they require letters of recommendation from your counselor and/or teachers or a mid year transcript.
- Return to the College Applications main screen. Under Upcoming Requirements is where you will mark your tasks "*done*," when you have completed them. Completing all tasks will indicate to your counselor that you have finished applying to this college.

**Letters of Recommendation:** Choose the Colleges Icon and then Letters of Recommendation. You will need to watch the video and then click, *Get Started*. Click the green FERPA Waiver button and complete the form. Once complete, you will choose *Add Recommender*. You will need your recommender's name & email address. Complete the fields and click *Add Document Request*. Under document type, select Letter of Recommendation and write them a short message.

To add another recommender, click the green *Add Recommender* button again.

## **FOLLOW STEPS IN ORDER:**

1. Have copies of your Resume or Activities Chart available for your recommenders
2. Ask teachers & your counselor **IN PERSON** for your letter and provide any additional information/requirements
3. Your teachers, nor counselor, will write you a personalized letter, if you do not ask in person, with at least 2 weeks notice. Watch deadlines and follow up with teachers as needed.