



COLLEGE APPLICATIONS *Via* SchooLinks

Use the SBHS website, choose the Students tab, choose Clever, then log in with Google

*On your first visit to SchooLinks, you will complete the Onboarding process

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

- Click on Colleges and then College Applications. Click, "Let's Go!" A box will pop up asking you for your address. Then, you will answer a few Few Waiver questions, to see if you qualify. Then, you will read and agree to the FERPA Release Authorization. After that, you will be on the College Application Manager, where you can track your college applications. If you click on the College Application Manger at the top left of the page (the i with a circle)- A video will pop up entitled *Student College Application Manager (CAM) Feature Overview*
 - You can view the video repeatedly, if needed.

Below is the college application process, via SchooLinks using the School Specific-Online Application.

- Click on *Submission Tracker*, if you've already added colleges to your Final List, you will see them here. If you have not added colleges you plan to apply to, you will add them here.
- Under *In Progress* click on (+Add) blue button and you will type in the name of the college you are applying to. Select the college and a new window will pop up, showing you links to the college's Admissions page, their Application information and their Financial Aid information
- Click on Application Status, where you see the pencil. Now you will choose either *In Progress*, which means you're working on your application or you will choose *Completed*, which means you are done applying to this college. Remember to update this information, so that your counselor can see which colleges you have finished applying to.
- Application Method: If you are applying to the College, using their website, you will select *School-Specific Online Application*, which is what we recommend. If you are applying to many colleges that take the Common Application, then use that application method.
- 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.
- You will click the *Save Application button*.
- You will see three columns with *Student Checklist, Teacher Recommendations and Counselor Documents*:
 - Student Checklist: This is a list of tasks that you need to complete. These vary by college, so please review the *Application Info* tab (under the college's logo) for their specific requirements. You can add requirements for yourself, by clicking on the + New Student Requirement button
 - Teacher Recommendations: This is where you will request letters of recommendation from your teachers, if the college requires it. We recommend that you ask your teacher(s) personally, prior to sending them this invitation.
 - Counselor Documents: The initial transcript is automatically requested, when you add a college to SchooLinks. Your counselor will be notified and will send the transcript and other requested documents for you. You will need to check the College's website, to ensure that you are sending all of the documents that are required.
 - If you need to add more colleges, click the back button and begin the steps above again, until all of the colleges are entered, that you plan to apply to.
- In the *Submission Tracker* screen you can see your application progress. Click on Application Overview at the top and that will take you back to the main page.
- Once you've finished completing the requirements of your *Student Checklist* and you've finished applying to the college, remember to change the application status to *Completed*. Once you receive your application decision from the college, you will go to the *Application Results* tab to update this information. Finally, you will go to the *Enrollment Decision* tab, to let your counselor know which school you plan to attend in the fall. This will also let your counselor know which school to send your final transcript to.

Letters of Recommendation:

1. Send copies of your Resume and/or Activities Chart to your recommenders
2. Ask your teachers & your counselor personally to write you a letter and provide any additional information/requirements. They will upload their letters to your SchooLinks account.
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.

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