

# College Applications via SchoolLinks- using the Common App

**YOU SHOULD ONLY USE THE COMMON APPLICATION IF YOU ARE APPLYING TO MORE THAN ONE SCHOOL THAT USES IT, OTHERWISE USE THE COLLEGE'S ONLINE APPLICATION...it will save you time!**

## **Create a Common Application Account:**

1. Go to [www.commonapp.org](http://www.commonapp.org) and create an account. Write down your username and password (so you don't forget what you choose)
2. Fill out all of the required sections of the Common Application and add the colleges you're applying to on the My Colleges tab.
3. Under *My Colleges*, you will see a list of the Colleges that you are applying to. Under each College tab, you will complete all required sections.

## **In your Common App account, you will:**

- Check the box to share data back to SchoolLinks
- Add your secondary school-Sam Barlow HS
- Add your first college and sign FERPA waiver-you will sign this in SchoolLinks & in Common App
- Continue to build your "My Colleges" list
- Complete your College Applications

## **In your SchoolLinks account, you will:**

- Request teacher recommendations for each college that requires it. Colleges are looking for recommendations from your Core Teachers from your Junior/Senior year. Some colleges request a letter of recommendation from your counselor as well, so please let them know if a letter is needed for your application.
    - Send copies of your Resume and/or Activities Chart to your recommenders
    - Ask your teachers & your counselor personally to write you a letter and provide any additional information/requirements. They will upload their letters to your SchoolLinks account.
    - 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.
  - See your colleges listed and track completion of application materials
  - Track materials that need to be submitted outside of Common App, such as test scores
  - Input your college application results
  - Record college enrollment decision- When this is done, SchoolLinks automatically requests your final report for Common App and requests your final transcript to be sent to the college you have listed under Enrollment Decision.
- ★ On the College Applications main page, you will see a box labeled External Accounts, with the Common App Logo. If you click on the ? mark, it will provide additional instructions for using SchoolLinks with the Common App
- ❖ Once you have linked your Common App account with SchoolLinks, your College Applications main page will say *Connected*, underneath the Common App logo.

As always, please see your counselor or the college & career center if you have any questions. **Revised 11/8/21**