

Setting up Common App in SchoolLinks

*** Must be logged into Schoollinks to access live links throughout the document***

How to link your Common App account, add your school to Common App, complete FERPA and start applying to colleges.



Written by Jenny

Updated over a week ago

- In this article, we will show you how to connect your Common App account to SchoolLinks.

Connecting your Common App account requires the following steps be completed before you can make full use of Common App in SchoolLinks:

1. [Linking your Common App Account](#)
2. [Adding your High School](#)
3. [Completing FERPA Authorization](#)

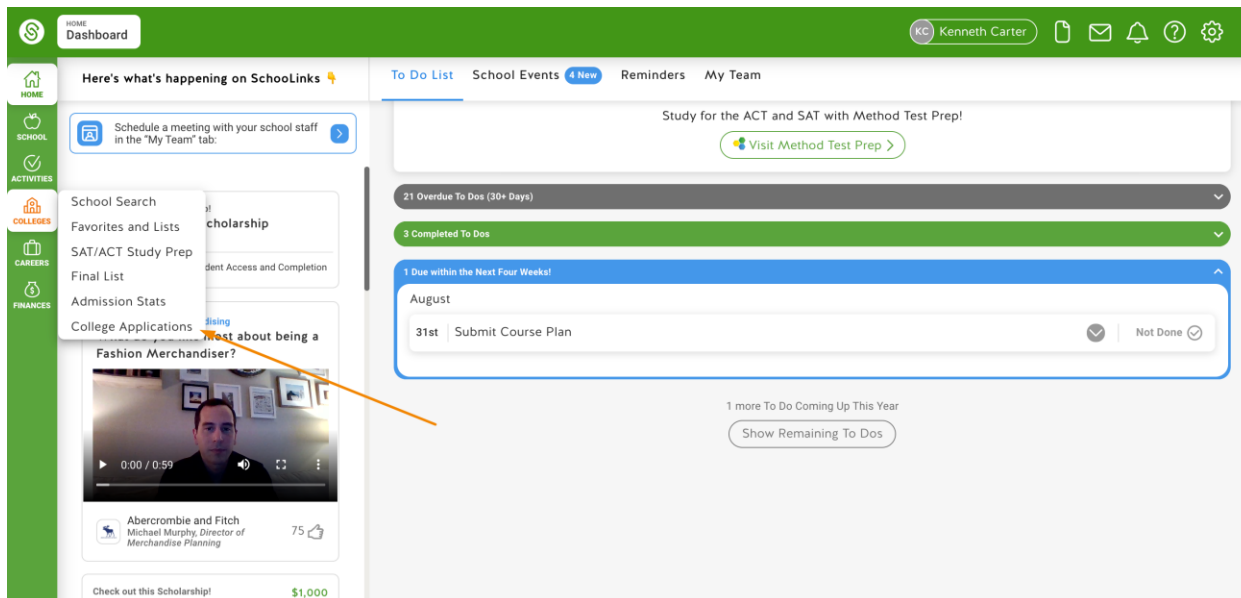
We will also review one additional optional step of requesting a fee waiver as well.

1. (Optional) [Applying for a Fee Waiver on Common App](#)

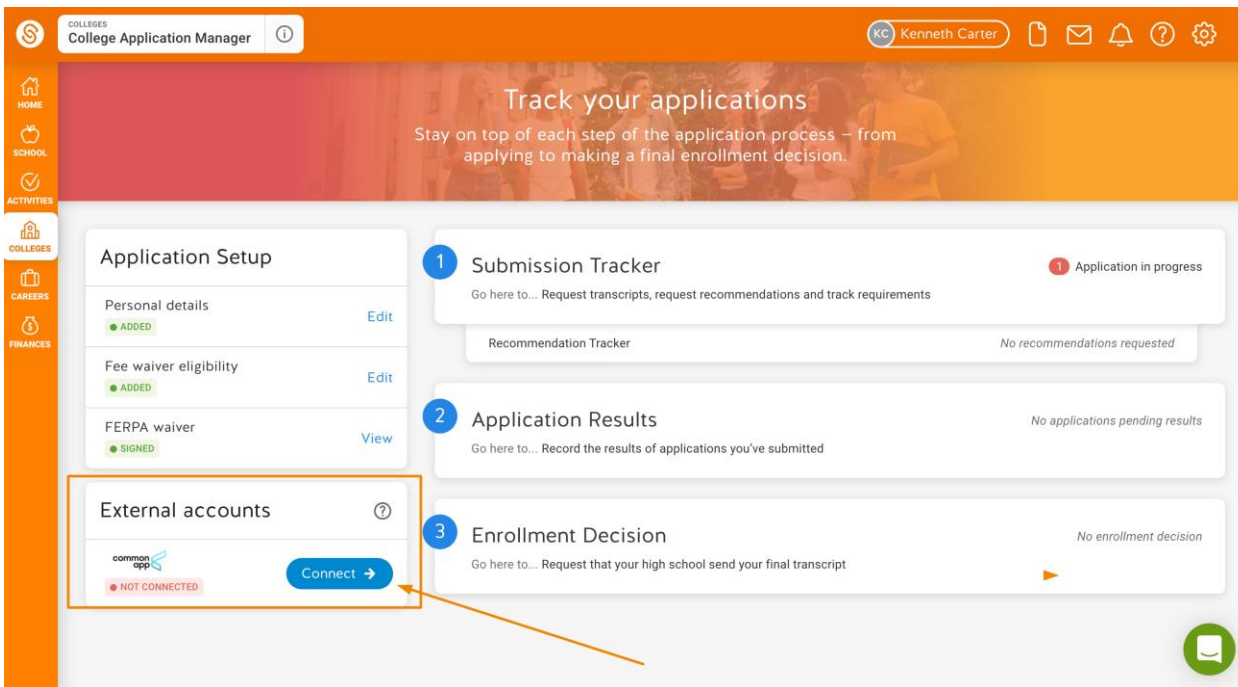
1. Linking your Common App Account

The first time that you use the College Applications manager, you will need to connect your Common App account.

Setting up Common App in SchoolLinks as a Student



On the College Applications dashboard, click **Connect**.

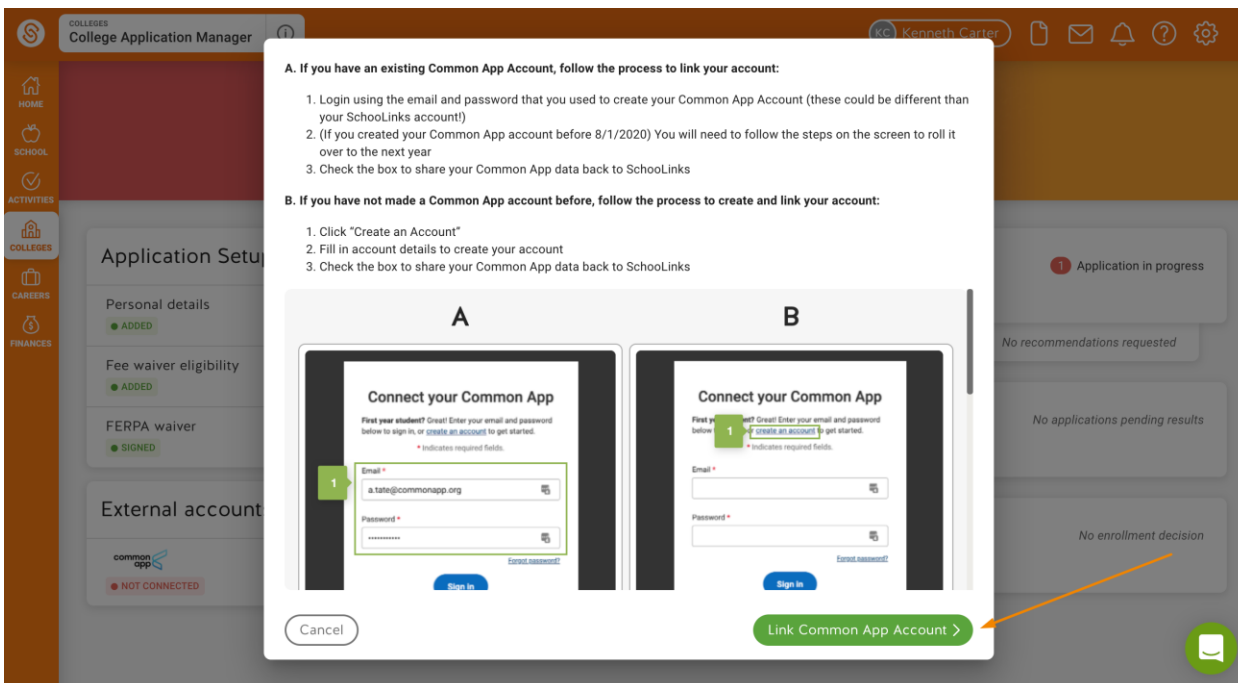


You will see a list of instructions based on whether you

A) have an existing Common App account or

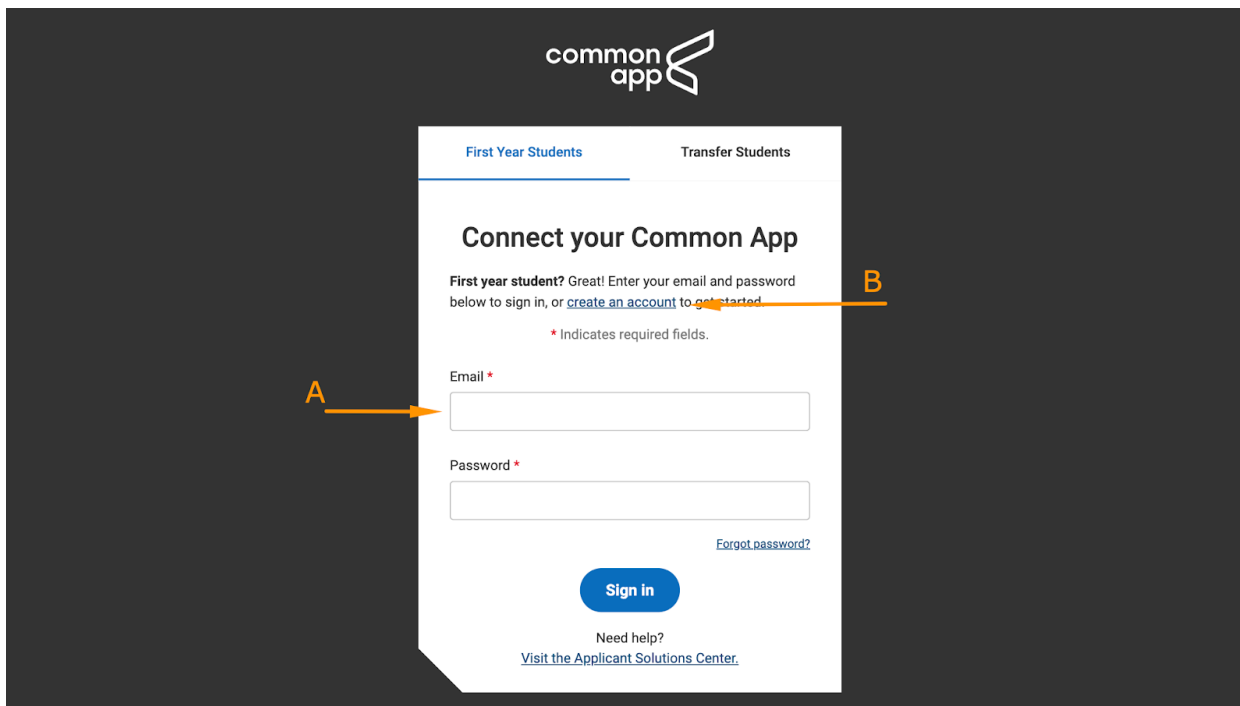
B) need to sign up for a Common App Account.

Click **Connect Common App Account** and Common App will open in a new tab.



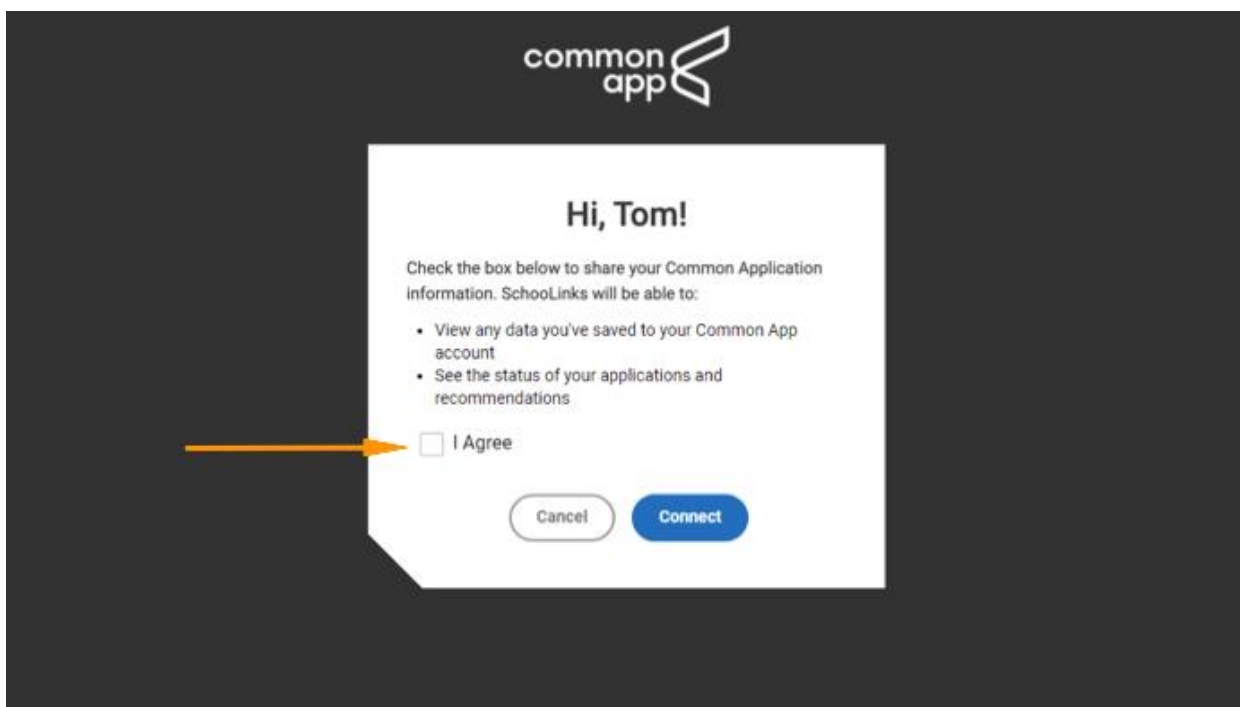
If you have an existing Common App account, login using the email and password you used to create your Common App account.

Note: if you created your Common App account before 8/1/2021 you will need to follow the steps on the screen to roll it over to next year.



If you have **NOT** made a Common App account before, click “Create an Account” to fill in your account details and create a new account

Next, you will need to check the box next to **I Agree** to confirm that you want to share your Common App data back to SchoolLinks. This is required to use Common App in SchoolLinks.



Once you have successfully linked your Common App account, you will be redirected back to SchoolLinks. You will now see your status as “Connect” on your External accounts card!

2. Adding your High School

The next step in setting up your Common App account is adding your current high school. This helps Common App know where your application will be coming from.

On the College Applications dashboard, click **Login** in the bottom left section to access Common App. If you have already completed the previous step of linking your account, Common App should be open in a different tab.

COLLEGES
College Application Manager Student Demo Mode Exit Demo X Switch User Elizabeth Brady

Track your applications

Stay on top of each step of the application process – from applying to making a final enrollment decision.

- 1 Submission Tracker** *No applications in progress*
Go here to... Request transcripts, request recommendations and track requirements
Recommendation Tracker *No recommendations requested*
- 2 Application Results** *No applications pending results*
Go here to... Record the results of applications you've submitted
- 3 Enrollment Decision** *No enrollment decision*
Go here to... Request that your high school send your final transcript

External accounts
common app CONNECTED Login ->

On the Common App website, go to the Common App tab and click open the **Education** section. Then click **Find School**.

Dashboard My Colleges **Common App** College Search Financial Aid Resources

Common Application

- Profile
- Family
- Education**
- Testing
- Activities
- Writing
- Courses & Grades
0 college(s) require

Education

Preview ?

[View Education Tutorial](#) v

Current or Most Recent Secondary/High School v

Current or most recent secondary/high school *

Find school

Date of entry*
June 2020
Date should be entered in the Month Year format.

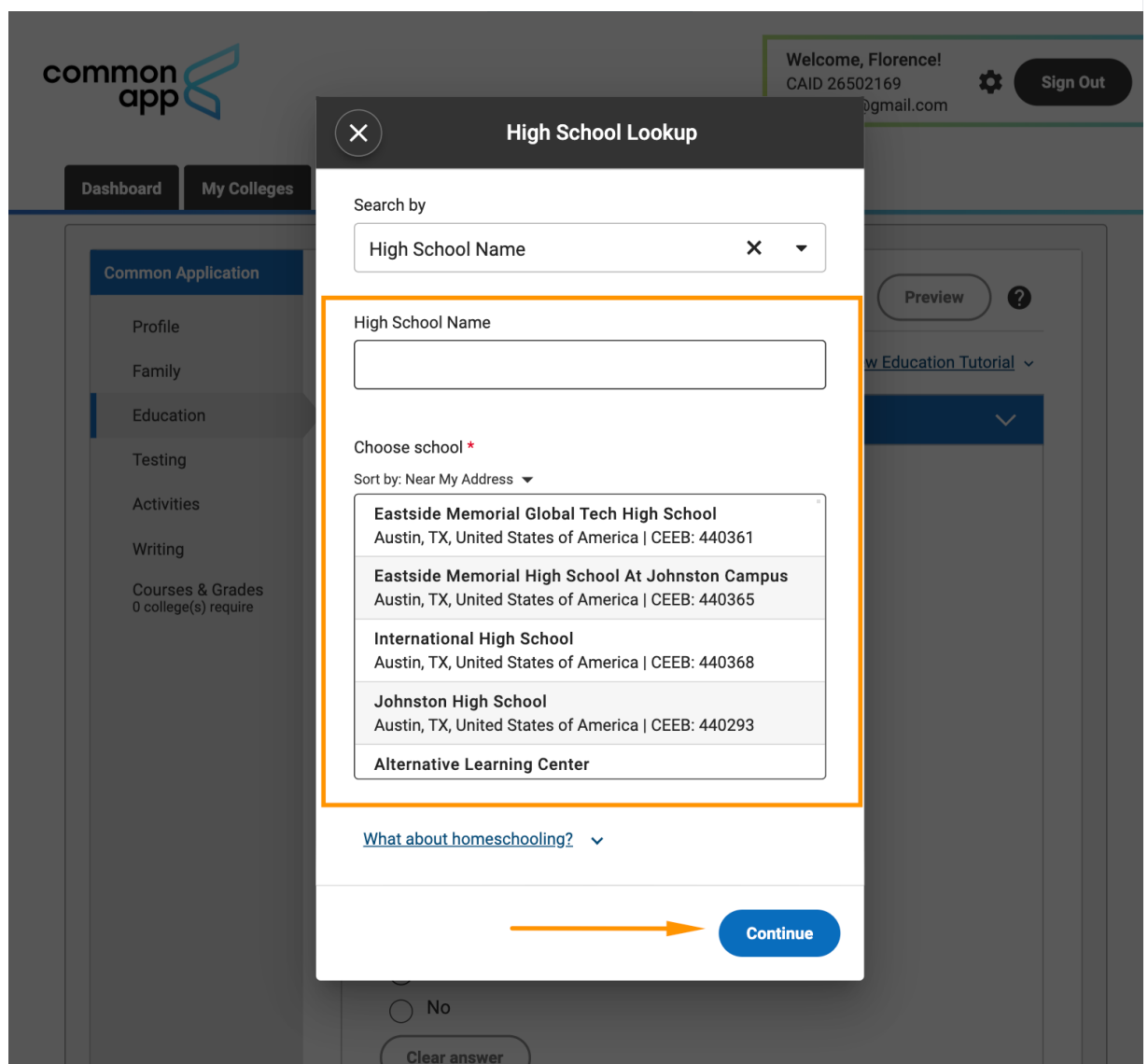
Is this a boarding school?*

Yes

Find and select your school and click **continue**.

Make sure your High School is correct.

Otherwise, teachers and counselors will not be able to submit recommendations.



3. Adding your first Common App School and Completing FERPA Authorization

Now that you have your account set up, let's add your first school! This will also allow you to complete the step of FERPA Authorization which must be done when you add your first school.

On the College Applications dashboard, click **Submission Tracker**.

COLLEGES College Application Manager Student Demo Mode Exit Demo Switch User Elizabeth Brady

Track your applications

Stay on top of each step of the application process - from applying to making a final enrollment decision.

Application Setup

Personal details ADDED [Edit](#)

Fee waiver eligibility ADDED [Edit](#)

FERPA waiver SIGNED [View](#)

External accounts

[common app](#) CONNECTED [Login](#)

Submission Tracker

- 1 Submission Tracker** No applications in progress
Go here to... Request transcripts, request recommendations and track requirements
[Recommendation Tracker](#) No recommendations requested
- 2 Application Results** No applications pending results
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- 3 Enrollment Decision** No enrollment decision
Go here to... Request that your high school send your final transcript

Select a school from your Final List to start tracking.
You can also click Add School to search for additional colleges to track.

COLLEGES College Application Manager Student Demo Mode Exit Demo Switch User Elizabeth Brady

Submission Tracker

< Application Overview

Not Started 5

Select a school from your Final List to begin tracking your application.

- [Rice University](#) [Add School](#)
- [Southwestern University](#) [Add School](#)
- [Texas Christian University](#) [Add School](#)
- [UT Austin](#) [Add School](#)
- [Trinity University](#) [Add School](#)

[View Final List](#)

In Progress 0

Select a school to edit details and check off requirements.

No In Progress Applications

[+ Add School](#)

Completed 0

Select a school to update details and view completed requirements.

No Completed Applications

[+ Add School](#)

[How to use this feature](#)

Will Not Complete 0

Select the Application Method as Common App.

Click **Save Application** to continue setting up this application

COLLEGES
College Application Manager

Stu Exit Demo X Add Switch User Elizabeth Brady

HOME
SCHOOL
ACTIVITIES
COLLEGES
CAREERS
FINANCES

< Back

Rice University >
Admissions | Application Info | Financial Aid

Application status: **In Progress**

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

COALITION FOR COLLEGE

Application Type

Early Decision
Nov 1

Regular Decision
Jan 4

How to use this feature ?

Click **Add College to Common App** and Common App will open in a new tab

COLLEGES
College Application Manager

Student Demo Mode Exit Demo X Switch User Elizabeth Brady

HOME
SCHOOL
ACTIVITIES
COLLEGES
CAREERS
FINANCES

Steps to add this college:

Login to your Common App Account (if you're not already logged in)

1. You will see this school added to the list of schools on your dashboard
2. Click into the school and visit "Application" > "Questions"
3. Complete the "General" section, particularly the "Preferred start term" and "Preferred Admission Plan" so that you can establish a deadline for this application
4. Come back to SchoolLinks- you're ready to request any Teacher Evaluations you need

Dashboard My Colleges Common App College Search Financial Aid Resources

Dashboard

Application Requirements ?

Sort by: College Name

Albright College
Add your term or admission plan

Application - In progress

Show more details

Cancel Add College to Common App >

STUDENT CHECKLIST Applying for Financial Aid? Is FAFSA submission required? ?

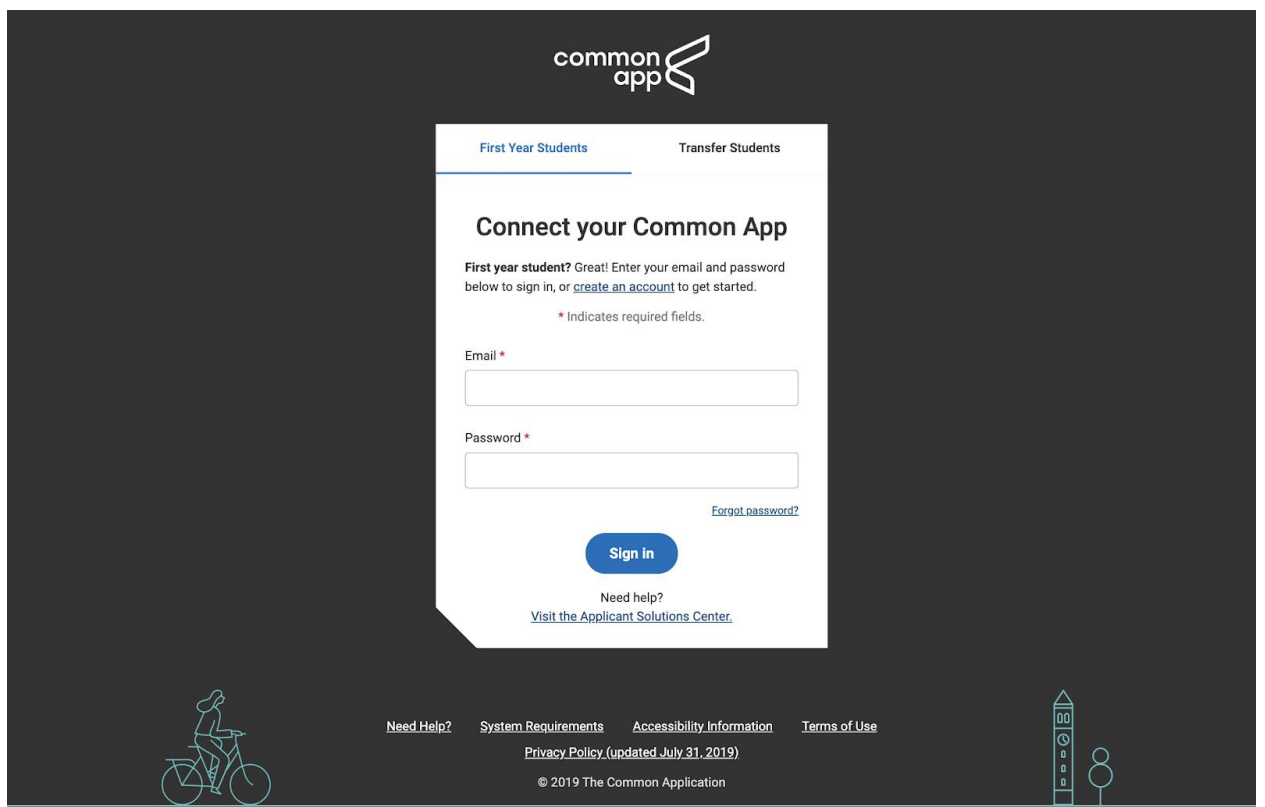
TEACHER EVALUATIONS 2 Required

COUNSELOR DOCUMENTS How to use this feature ?

All required documents are determined by Common App and automatically requested from counselors. Students must contact

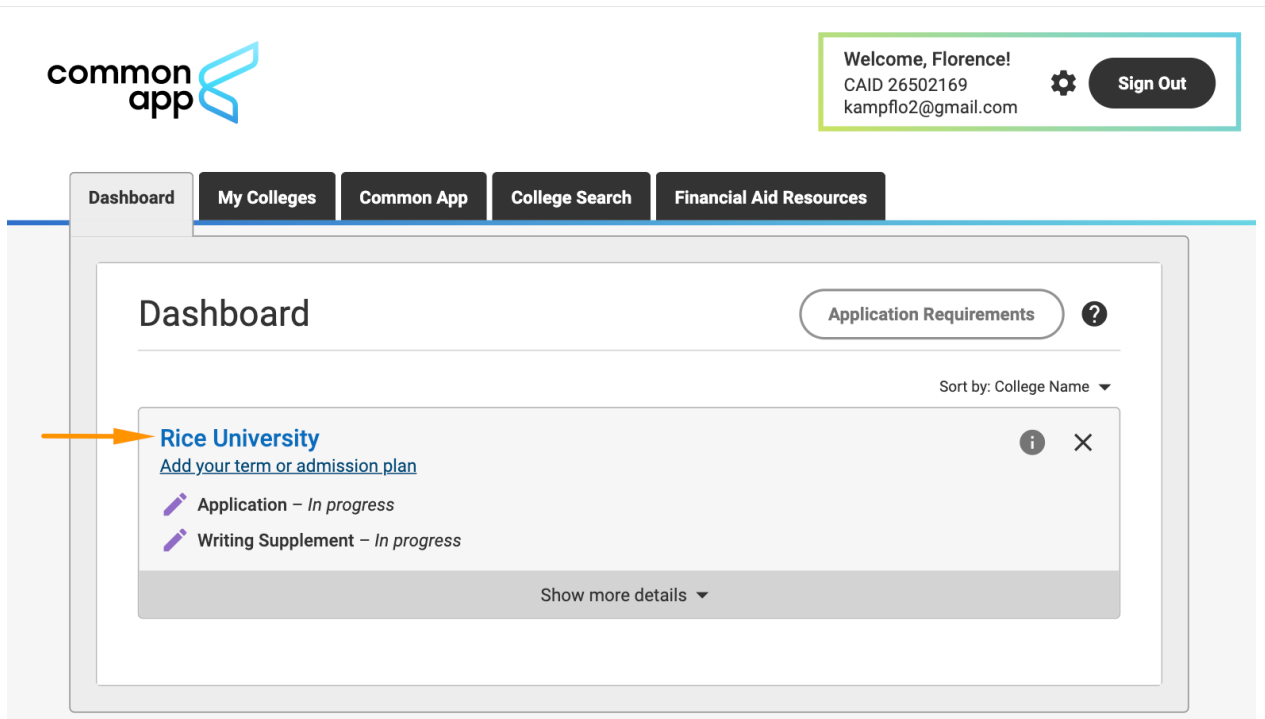
Login to your
Common App
Account

(if you're not
already
logged in)



The image shows the Common App login page. At the top, the Common App logo is displayed. Below it, there are two tabs: "First Year Students" (selected) and "Transfer Students". The main heading is "Connect your Common App". Below this, there is a message: "First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started." A note indicates that an asterisk (*) denotes required fields. There are two input fields: "Email *" and "Password *". A "Forgot password?" link is located below the password field. A blue "Sign in" button is centered below the fields. At the bottom, there is a "Need help? Visit the Applicant Solutions Center." link. The footer contains a bicycle icon, links for "Need Help?", "System Requirements", "Accessibility Information", and "Terms of Use", a "Privacy Policy (updated July 31, 2019)" link, and a copyright notice: "© 2019 The Common Application".

You will see
this school
added to the
list of schools
on your
dashboard.
Click into the
school.



The image shows the Common App dashboard for a user named Florence. The Common App logo is in the top left. In the top right, there is a welcome message: "Welcome, Florence! CAID 26502169 kampflo2@gmail.com" and a "Sign Out" button. Below this is a navigation bar with tabs: "Dashboard" (selected), "My Colleges", "Common App", "College Search", and "Financial Aid Resources". The main content area is titled "Dashboard" and includes an "Application Requirements" button with a question mark icon. Below this, there is a "Sort by: College Name" dropdown menu. A card for "Rice University" is highlighted with an orange arrow. The card includes a link to "Add your term or admission plan", two progress items: "Application - In progress" and "Writing Supplement - In progress", and a "Show more details" dropdown menu.

Click on the **Questions** section under "Application" and complete the "General" Section, particularly the "Preferred start term" and "Preferred admission plan" so that you can establish a deadline for this application.

The screenshot shows the 'Questions' page for Rice University. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar shows 'My Colleges' with 'Rice University' selected, and under 'Application', 'Questions' is highlighted with an orange arrow. The main content area is titled 'Questions' and has a 'Preview' button. A blue header for the 'General' section is visible. Below it, a message states 'The questions on this page are being asked by Rice University'. Three dropdown menus are shown, each with 'Choose an option' as the selected value. The first two are 'Preferred start term*' and 'Preferred admission plan*', both highlighted with an orange box. The third is 'Do you intend to use a Rice University fee waiver?*'.

Now that you've added this school to your applications in Common App, you can continue to apply through Common App with the results and status tracked through SchoolLinks!

Note: If you already added schools in Common App prior to linking your accounts, these will be added to your submissions tracker during the sync.

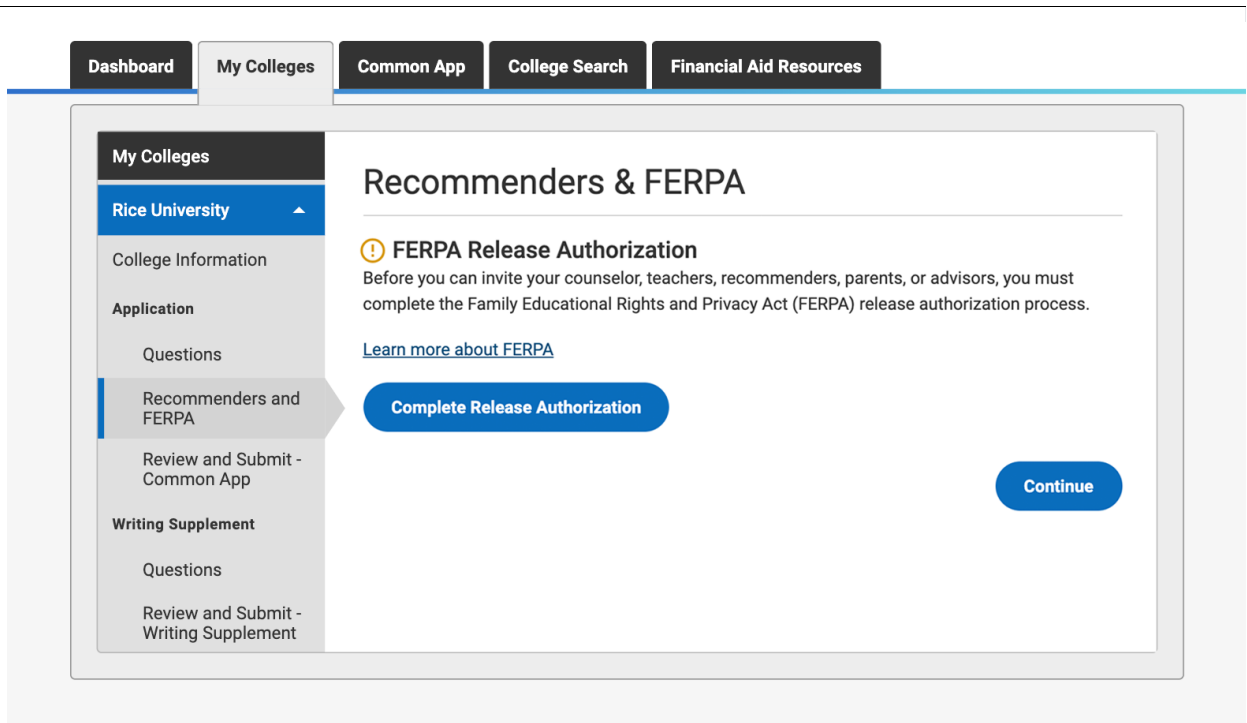
But let's not celebrate just yet - you'll need to complete the FERPA Authorization if you want to be able to request Teacher Evaluations for Common App.

Go to the "Recommenders & FERPA" of this application. If you have not already added your High School to the Common App tab, you will be prompted to do this first. See "Adding your High School" for additional instructions

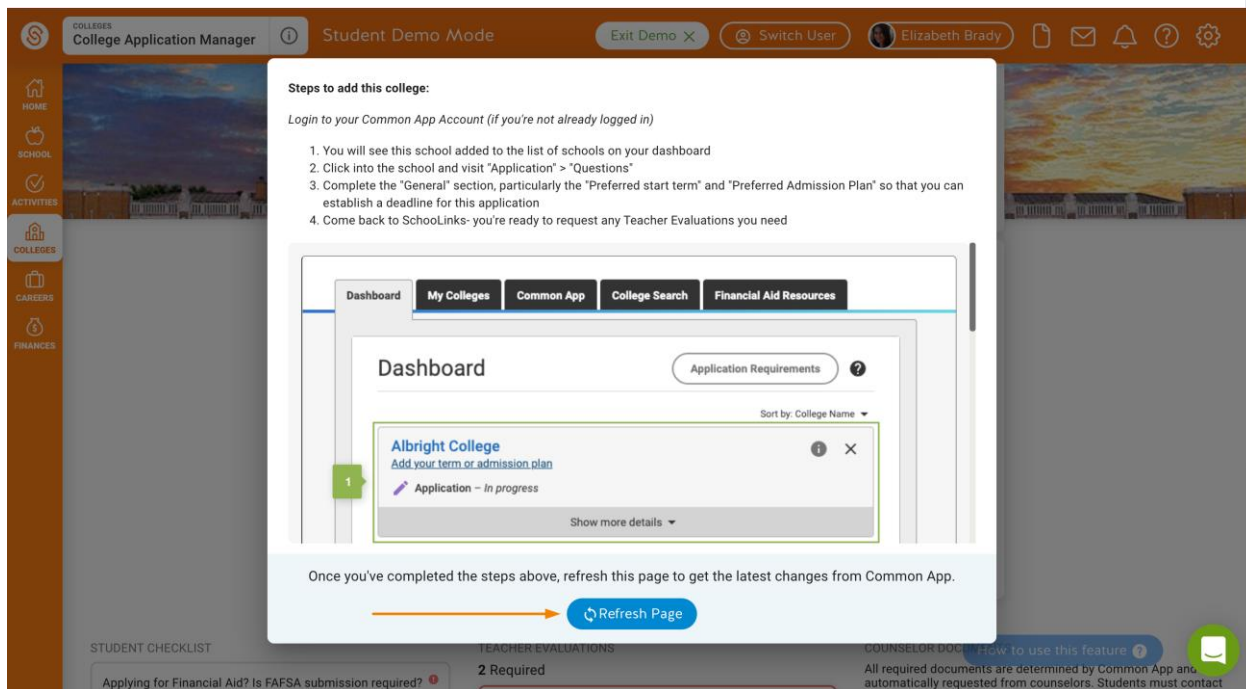
The screenshot shows the 'Recommenders & FERPA' page for Rice University. The top navigation bar is the same as in the previous screenshot. The left sidebar shows 'My Colleges' with 'Rice University' selected, and under 'Application', 'Recommenders and FERPA' is highlighted with an orange arrow. The main content area is titled 'Recommenders & FERPA' and has a help icon. A yellow warning box with a triangle icon contains the text: 'Before you can continue your application, we need to know your current or most recent secondary/high school. Please complete the "Current or Most Recent Secondary/High School" question in the [Education section](#) of your Common App.' An orange arrow points from the text in the warning box to the 'Education section' link. A blue 'Continue' button is located at the bottom right of the page.

In the "Recommenders & FERPA", click **Complete Release Authorization**.

Review the instructions before selecting whether or not to waive your rights. Once you add your signature, click **Save and Close**.



Click back into the SchoolLinks tab on your browser and click "Refresh Page" in the popup.



You can now begin tracking your application on SchoolLinks!

Rice University
Admissions | Application Info | Financial Aid

Application Setup:
 • Answer "Student Checklist" questions to populate your checklist
 • Assign a recommender for all required Teacher Evaluation

Application status: **In Progress**

Method: Common App | Type: Regular Decision | Deadline: Jan 04

STUDENT CHECKLIST

- Applying for Financial Aid? Is FAFSA submission required? Yes No
- Applying for Financial Aid? Yes No
- Submit Application on Common App [Complete on Common App →](#)
- Submit Common App Writing Supplement [Complete on Common App →](#)

TEACHER EVALUATIONS
2 Required

- [Add Recommender](#) Required
- [Add Recommender](#) Required
- [Request Teacher Evaluation](#)

COUNSELOR DOCUMENTS
All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselor to request inclusion of optional documents.

- School Report Added 08/26/2021 as preset
- Counselor Recommendation Added 08/26/2021 as preset
- Mid Year Report Added 08/26/2021 as preset
- Optional Report Not needed

4. (Optional) Applying for a Fee Waiver on Common App

This is an optional step if you wish to apply for a fee waiver.

On the College Applications dashboard, click **Login to Common App** in the bottom left section to access Common App. If you have already completed the previous step of linking your account, Common App should be open in a different tab.

Track your applications
Stay on top of each step of the application process – from applying to making a final enrollment decision.

Application Setup

- Personal details [Edit](#) (ADDED)
- Fee waiver eligibility [Edit](#) (ADDED)
- FERPA waiver [View](#) (SIGNED)
- External accounts [Login →](#) (CONNECTED)

1 Submission Tracker *No applications in progress*
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Recommendation Tracker *No recommendations requested*

2 Application Results *No applications pending results*
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3 Enrollment Decision *No enrollment decision*
Go here to... Request that your high school send your final transcript

Go to the Common App tab and click on the Profile section. Open the Common App Fee Waiver section

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'Common App' tab is selected. On the left, a sidebar menu under 'Common Application' includes Profile, Family, Education, Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The 'Profile' section is active. The main content area is titled 'Profile' and includes a 'Preview' button and a 'View Profile Tutorial' link. A list of profile sections is shown: Personal Information, Address, Contact Details, Demographics, Geography, Language, Citizenship, and Common App Fee Waiver. The 'Common App Fee Waiver' section is expanded, showing a question: 'Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver?' Below the question is a 'Learn more*' link and two radio button options: 'Yes' (selected) and 'No'. A 'Clear answer' button is at the bottom.

Citizenship



Common App Fee Waiver



Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver?

[Learn more*](#)

Yes

No

Clear answer

You must meet at least one of the following indicators of economic need to qualify for an application fee waiver. Select all that apply:*

- I have received or am eligible to receive an ACT or SAT testing fee waiver
- I am enrolled in or am eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL)
- My annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
- I am enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
- My family receives public assistance
- I live in federally subsidized public housing, a foster home or am homeless
- I am a ward of the state or an orphan
- I can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader

Answer "Yes" to the fee waiver statement and select all the indicators in the list that apply to you.

Sign your name and click Continue.

Note: Your counselor will also be asked to confirm that you are eligible for this waiver.

I certify that I understand and meet the eligibility requirements to request an admission application fee waiver. I also understand if I am a first year student my counselor will be asked to verify my eligibility.

Fee Waiver signature:*

I would like to receive information from [Strive for College](#) (US residents only)

Yes

No

Clear answer

Continue

