

How to Add a College Application and Request Application Documents

This article will show students how to add college applications and request application documents such as transcripts and recommendations.

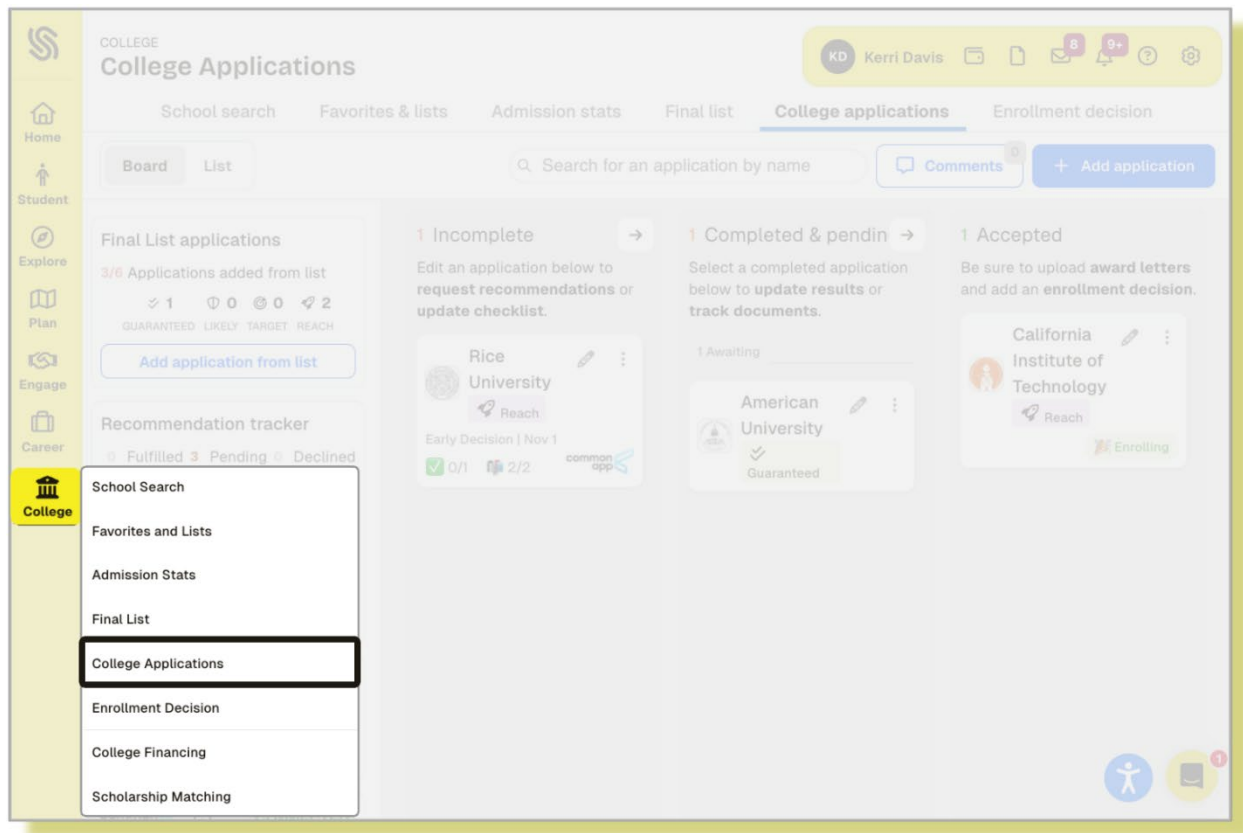
Adding college applications into SchoolLinks ensures that all documents required by colleges are requested from your counselor, such as transcripts and counselor recommendations. Additionally, once added to your College Application Manager, you will be able to organize and manage your own checklist items as well as request teacher recommendation letters for each application.

This article will walk you through the steps on how to add:

- **Non-Common App applications**
- **Common App Applications**

Add an Application

1. Click **College** in the side navigation bar, then select **College Application Manager**.



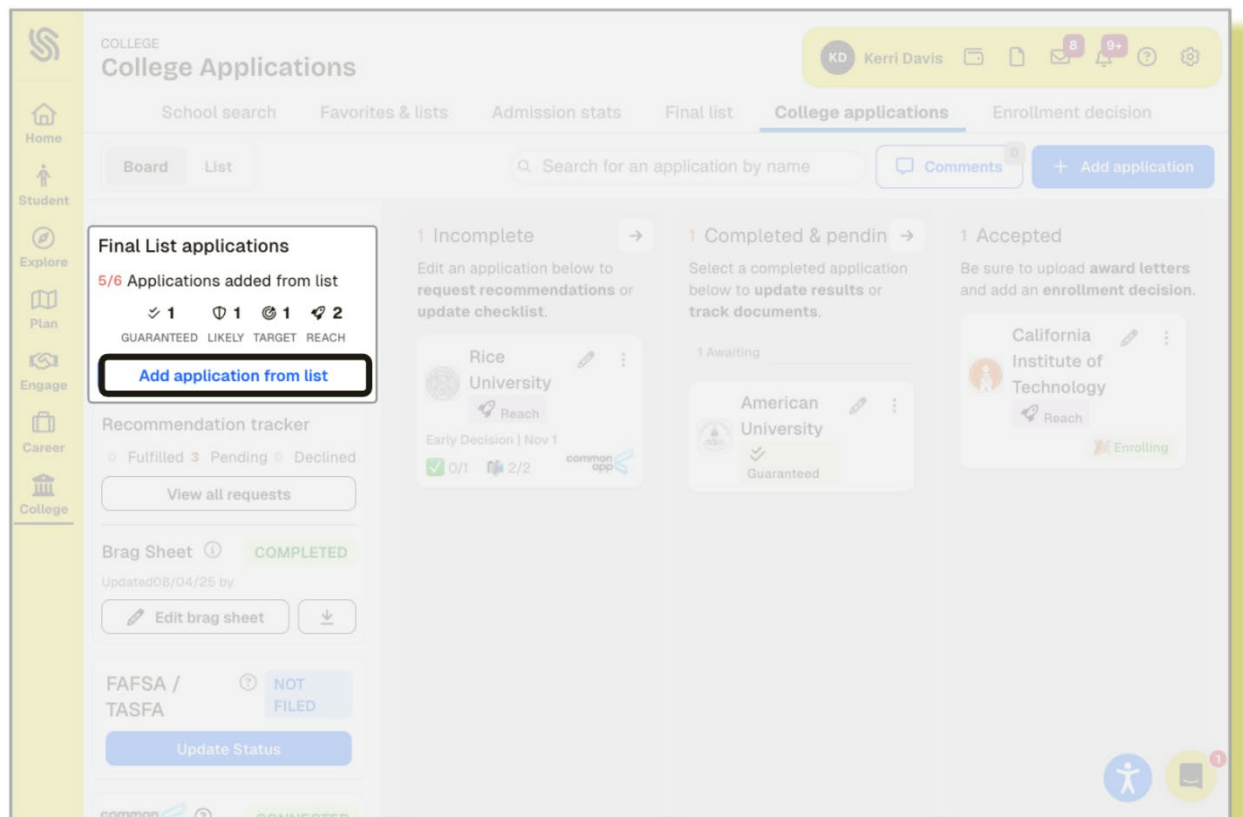
**Note: if this is your first time accessing the College Application Manager, you will need to first complete the 3-part setup process.*

Learn more [👉 College Application Manager Overview & Setup](#)

2. Click **Add Application from List** in the top left corner to start tracking an application for a college on your Final List.

This section provides an overview of how many applications you have added, categorized by the four Final List categories: Guaranteed, Likely, Target, and Reach schools, helping you track progress and maintain a balanced application strategy.

*Note: Learn how to build a final list [👉 How to Build a Final List](#)



3. Alternatively, you can click **Add Application** in the top right-hand corner and use the search bar to add an application for a college that you did not add to your Final List.

COLLEGE College Applications

KD Kerri Davis

School search Favorites & lists Admission stats Final list College applications Enrollment decision

Board List Search for an application by name Comments + Add application

Add application

Select a college to add:

Search colleges

Final List

- Georgia Institute of Technology-Main Campus
- Purdue University-Main Campus
- SUNY at Binghamton

Choose application status:

In progress Completed & pending Accepted Denied Waitlisted Deferred Withdrawn

Cancel Add application

- Application Status:** select the application status for this application: *in-progress*, *completed & pending*, etc, then click **Add Application**.

COLLEGE College Applications

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Board List Search for an application by name Comments + Add application

Add application

Select a college to add:

Search colleges

Final List

- Georgia Institute of Technology-Main Campus
- Purdue University-Main Campus
- SUNY at Binghamton

Choose application status:

In progress Completed & pending Accepted Denied Waitlisted Deferred Withdrawn

Cancel Add application

- Application Method:** select the method through which you will be submitting this application. Every application method accepted by the college will be listed here.

Follow the appropriate section below depending on the application method selected.

The screenshot shows the 'College Applications' interface for American University. The user is Kerri Davis (KD). The application status is 'In Progress'. A message box states: '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.' Below this, the 'Application Method' section shows two options: 'common app' and 'COALITION FOR COLLEGE'. The 'Application Type' section shows four options: 'Early Action Nov 1', 'Early Decision Nov 15', 'Early Decision II Jan 15', and 'Regular Decision Jan 15'. The 'Application deadline' field is empty, with a prompt to 'Select month and day'.

Non-Common App Application Method

6. **Application Type:** select the application type for which you are applying: *early decision, regular decision, etc...*

7. **Application Deadline:** provide the date the application is due.

**Note: some application deadlines are auto-fulfilled if already verified by SchoolLinks. For unverified deadlines, find the application deadline on the college's website.*

8. **Doc Destination:** if the college is in-network with **Parchment**, this field will display the following message:

Doc Destination: "This college is In-Network. We'll make sure your materials are sent electronically where they need to go"

If the Doc Destination field is empty, you will be prompted to enter either an email or a mailing address. This address is where materials submitted by your counselor and teachers will be submitted.

The screenshot shows the 'College Applications' form. A black box highlights the 'Application Type' section, which includes four buttons: 'Early Action Nov 1' (highlighted with a blue border), 'Early Decision Nov 15', 'Early Decision II Jan 15', and 'Regular Decision Jan 15'. Below these is a text field for 'Application deadline' with 'Nov 1' entered. Underneath is the 'Doc Destination' section, which contains a message: 'This college is In-Network. We'll make sure your materials are sent electronically where they need to go.' This message is also highlighted with a blue border. The form continues with sections for 'Program Name (Optional)', 'Student requirements', 'Financial aid', and 'Scores and performance'. The left sidebar contains navigation icons for Home, Student, Explore, Plan, Engage, Career, and College. The top right shows a user profile for 'KD Kerri Davis' and notification icons.

6 Application Type

Early Action Nov 1

Early Decision Nov 15

Early Decision II Jan 15

Regular Decision Jan 15

7 Application deadline

Nov 1

8 Doc Destination

This college is In-Network. We'll make sure your materials are sent electronically where they need to go.

Program Name (Optional)

Fill this in if you're applying to a program that requires a different application.

Program name

Student requirements

Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

Financial aid

☐ Applying for Financial Aid?

☐ Applying for Financial Aid? Is FAFSA submission required?

Scores and performance

☐ I will be submitting test scores along with my application to this institution. Optional ⓘ

☐ I will be submitting a Self-Reported Academic Record (SRAR) along with my application to Optional ⓘ

9. Program Name (Optional): Only fill in this field if you're applying to a program that requires a different application.

10. Student Requirements: select any financial aid and/or scores & performance items that apply for this application. Any items selected will be added to your student checklist for this application. **Note: if a school requires test scores or a self-reported academic record to be submitted, then those items will be auto-selected for you.*

11. Click **Save Application** when all required details have been added

9 Program Name (Optional)
Fill this in if you're applying to a program that requires a different application.
Program name

10 Student requirements
Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

Financial aid

- ☐ Applying for Financial Aid?
- ☐ Applying for Financial Aid? Is FAFSA submission required?

Scores and performance

- ☐ I will be submitting test scores along with my application to this institution. Optional ⓘ
- ☐ I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. Optional ⓘ

SchoolLinks does not submit any test scores or reports on a student's behalf.

11 [Save Application](#)

Common App Application Method

If applying to schools via Common App, be sure to link your Common App account in SchoolLinks first. Learn more here [👉 Connect Common App Account](#)

6. After selecting the **Common App** method, click **Add to My Colleges**, then **Add College to Common App**

College Applications

California Institute of Technology
Admissions | Application Info | Financial Aid
b86afcd446e46de2cd84126eac346fd2@el.com

Application status: In Progress

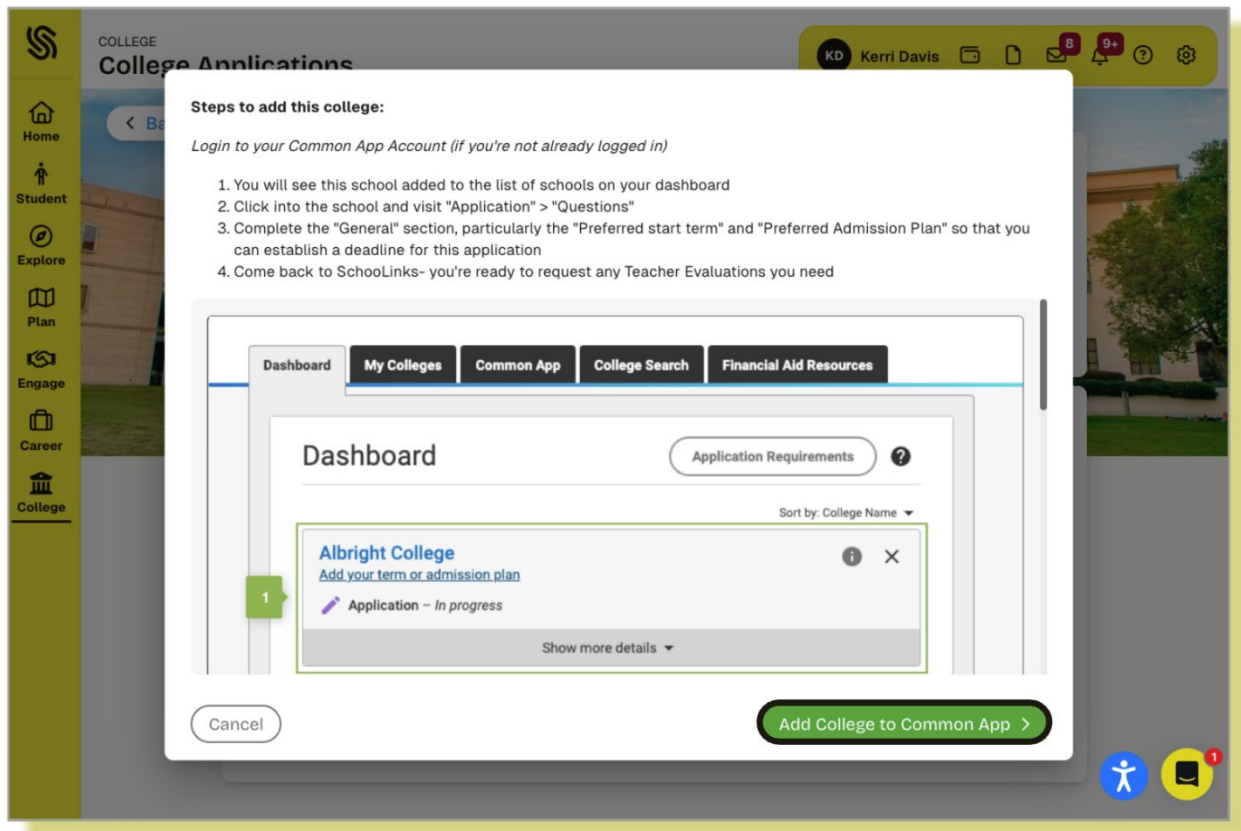
We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method

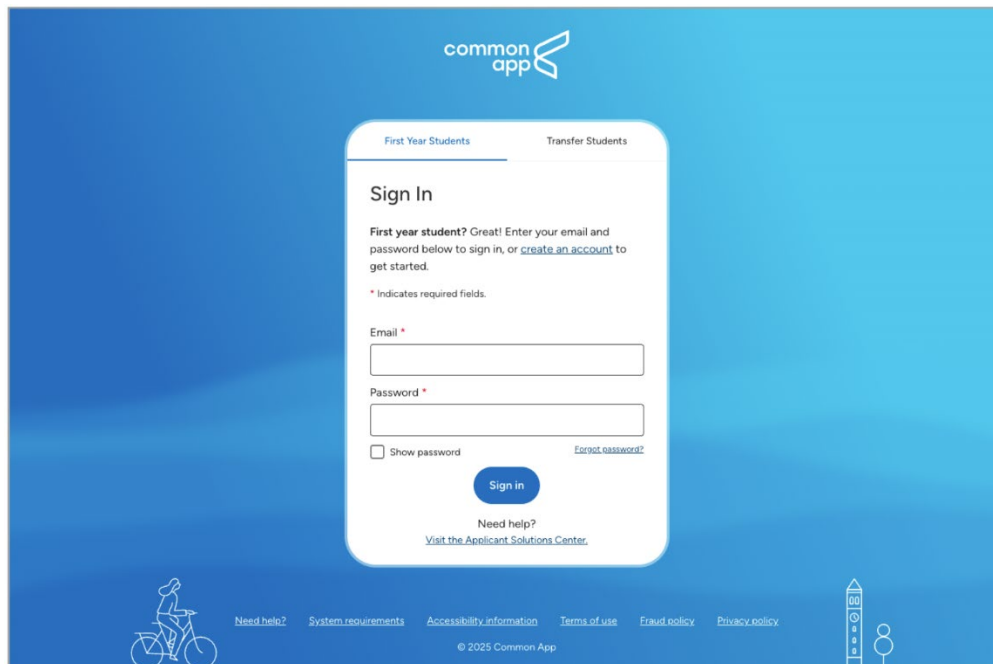
- common app**
- COALITION FOR COLLEGE
- QUESTBRIDGE

Add this college to "My Colleges" in Common App to track it on SchoolLinks.

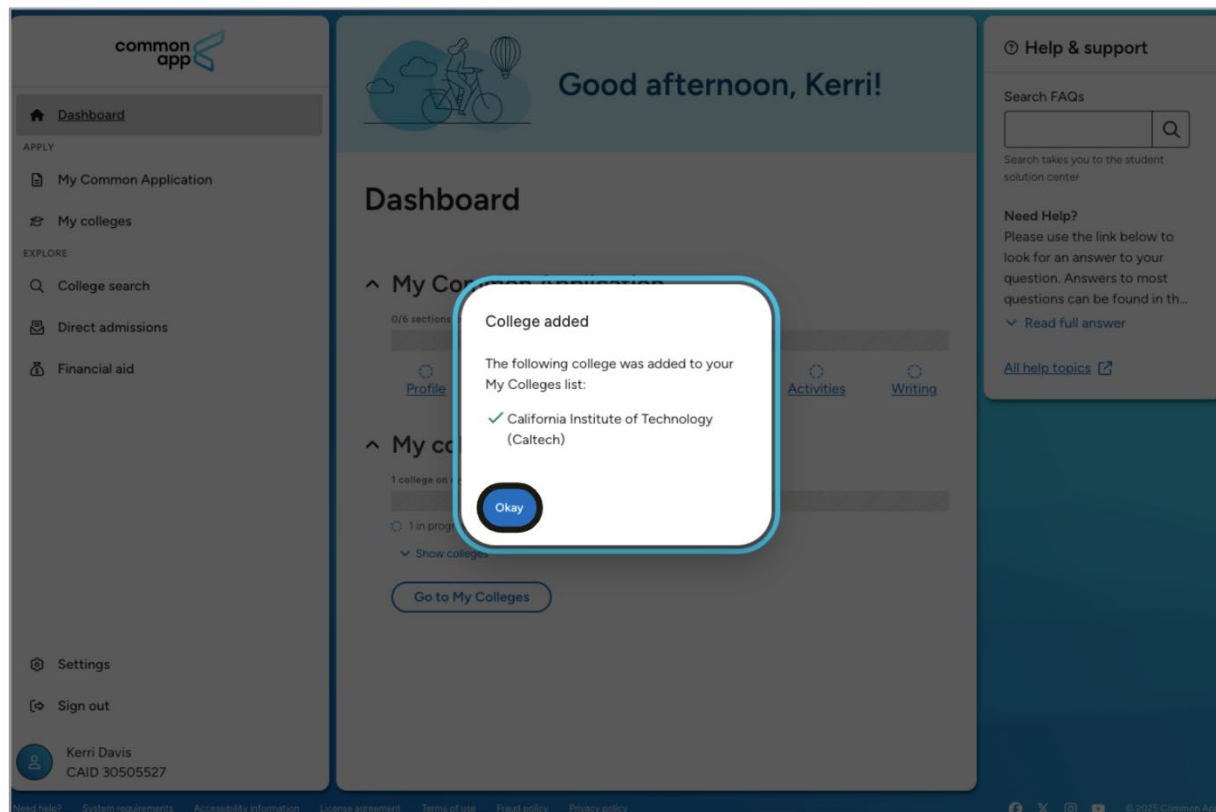
[Refresh](#) [Add to My Colleges](#)



7. Once you are redirected to the Common App website, log in to Common App with your Common App credentials (*these may be different than your SchoolLink login credentials*)



8. Once logged in, a pop-up window will appear confirming that the selected college has been added to your Common App My Colleges list. Click **Okay**.



9. Add your **Preferred Start Term** and **Preferred Admission Plan** under the General tab of the college name on the Common App Dashboard. This will provide your counselor with the application type and deadline in SchoolLinks.

My colleges | Rice University | Application

General

In progress

The questions on this page are being asked by Rice University

Preferred start term*

Fall 2026

Preferred admission plan*

Early Decision

If you are accepted under an Early Decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications to any other university in any country. If you are an Early Decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid from the admitting Early Decision institution.*

☐ Yes, I have read and understand my rights and responsibilities under the Early Decision Process. I wish to be considered as an Early Decision candidate at Rice University. I also understand that with an Early Decision offer of admissions, this institution may share my name and my early commitment with other institutions.

Have you been offered a fee waiver from Rice University?*

☐ Yes

☐ No

Clear answer

Help & support

Search FAQs

Search takes you to the student solution center

Need Help?

If you need assistance answering questions on any of the My Colleges pages, please contact the...

[Read full answer](#)

[All help topics](#)

10. Return to the SchoolLinks tab and click **Refresh Page** to sync the application details in SchoolLinks.

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

Application Requirements

Sort by: College Name

Albright College

Add your term or admission plan

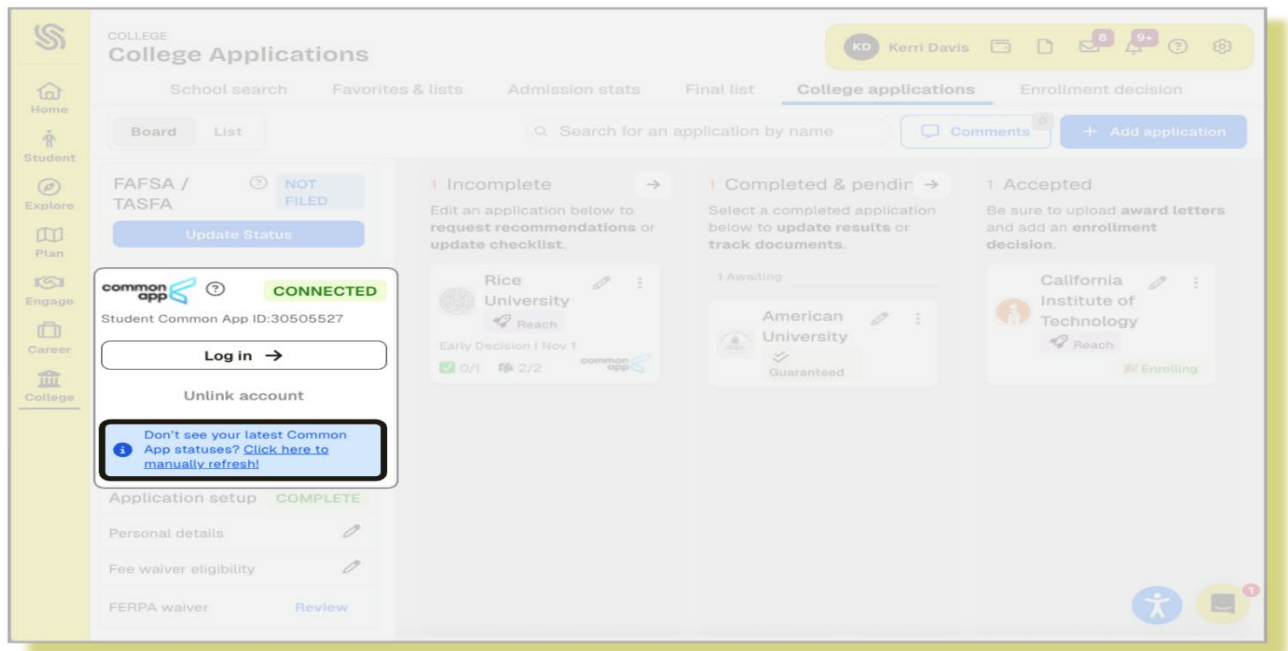
Application - In progress

Show more details

Once you've completed the steps above, refresh this page to get the latest changes from Common App.

Refresh Page

*Note: to refresh Common App data manually at any time, click the **Click here to manually refresh!** button within the Common App section of the College Application Manager SchoolLinks side panel.



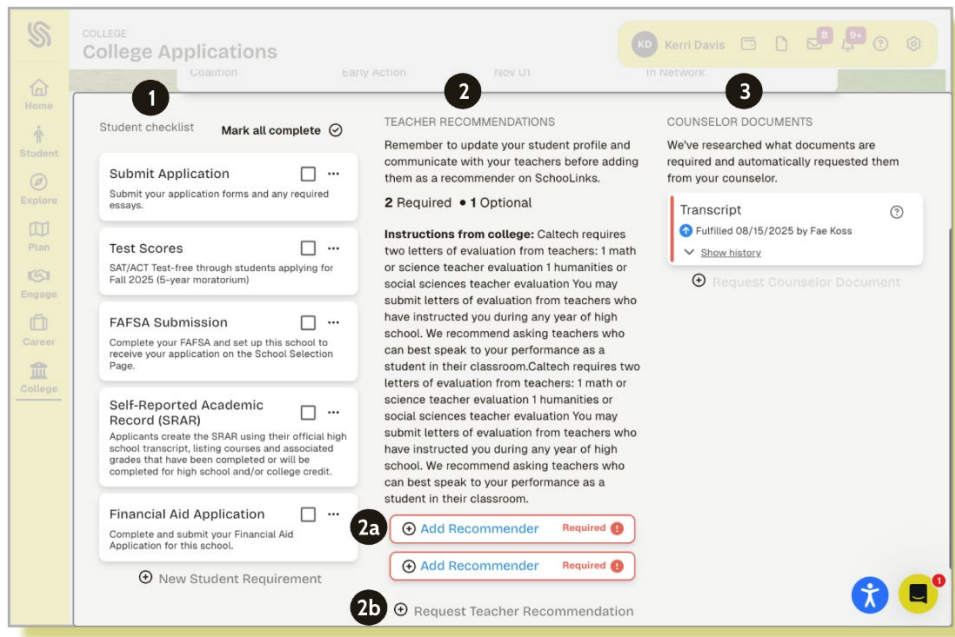
Application Requirements

After saving the application, you will see the college application requirements page. This page contains:

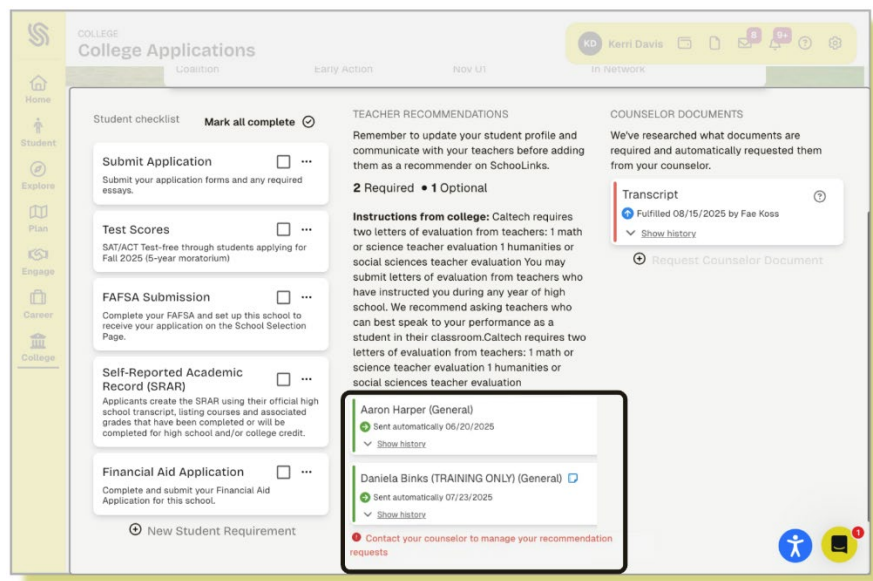
1. The **Student Checklist** for keeping track of all required documents and tasks associated with this application.
2. The number of **Teacher Recommendations** required, along with instructions from the college.
 1. Click **Add Recommender** and search for the teacher from the pre-set list of rostered teachers in your district.
 2. If you are requesting a teacher from outside the district, click the **add manually** link.

**Note: some colleges allow for optional teacher recommendations, while others don't allow any recommendations to be submitted.*

3. The **Counselor Documents**, which will be automatically requested for each application. If you need to request additional counselor documents, you will need to message your counselor in the message center.



***Note:** If your district has disabled the ability for students to request teacher recommenders in SchoolLinks, you will have read-only access to the teacher recommendation requests for your applications.



Now that your application has been added, you can begin tracking your application requirements. Learn more [How to Track Application Requirements](#)