

Three Types of Recommendations:

Teacher, Counselor & Outside Recommenders

Teacher Recommendations - Request in "NEW COLLEGE AND CAREER PLATFORM - COMING SOON"

- **Ask your teachers in person** for a letter of recommendation.
- Be sure that you have "Waived FERPA" in Common App.
- **Timing:** Ask for teacher recommendations at least 3 weeks in advance of the application due date. Teachers are not required to write letters of recommendation. The teacher may require additional materials like a resume or a [Senior Bragsheet](#).
- "NEW COLLEGE AND CAREER PLATFORM - INSTRUCTIONS ARE COMING SOON"
- **Thank you note:** Be sure to write your teacher a thank you note! Show your appreciation of their time and effort.
- **DO Not enter your teacher's name or email in your Common App**

Common App Counselor Recommendations

Some Common App schools require a **COUNSELOR** recommendation.

Most schools do not require a Counselor Recommendation, and none of the public schools in Texas require the Counselor Recommendation.

Schoollinks automatically requests Common App Counselor Recs.

- If a counselor recommendation is required, Schoolinks will automatically request it when the application is added
- Use Schoolinks College Application Dashboard to check the Counselor Requirements for each application

Sample of Common App Counselor Documents

The screenshot displays the 'College Applications' dashboard for Lehigh University. The main header includes 'Lehigh University' and navigation links for 'Admissions', 'Application Info', and 'Financial Aid'. The application status is 'In Progress'. A table lists the application method as 'Common App' with a 'Missing' status. A sidebar on the left contains navigation icons for Home, Student, Counselor, and College. The main content area includes a 'Students checked' section with a 'Submit Application on Common App' button, a 'Teacher Evaluations' section with a '1 Required' indicator, and a 'COUNSELOR DOCUMENTS' section. The 'COUNSELOR DOCUMENTS' section lists three documents: 'School Report (General)' submitted 05/05/2025 by Fae Koss, 'Counselor Recommendation (General)' submitted 10/13/2025 by Fae Koss, and 'Fee Waiver (General)' submitted 10/13/2025 by sarah glib. Each document has a 'Show history' link.

- If a counselor recommendation is required, fill out this [FORM](#) - by **October 1st for Early Action** or by **November 1st for Regular Decision**
- Send your counselor an email when you have completed the form.
- Do NOT enter in your counselor's information into Common App. It will automatically request the recommendation in Schoolinks.

OTHER outside Recommendations

Other Recommenders are individuals you have worked with *outside of school*. They can provide context around your hobbies, passions, and other responsibilities. The other recommender types available in the Common App are: Arts Teacher, Clergy, Coach, College Access Counselor, Employer, Family Member, Peer, or Other. If a

college allows recommendations outside of school, you can request these recommendations in Common App directly.

- In Common App select Recommenders and FERPA within the college you want to send the Other Recommendation
- Ask your recommender for a personal email address to enter into Common App. Once you have entered their information into Common App, follow up with an email to ensure that they received the submission link from Common App.
- If your recommender is unable to submit via Common App, please see Ms. Spencer for additional assistance.

**This example shows where to add an Outside
Recommender to Common App**

**You will need to do this for each college in which you want
the outside recommendation sent.**

(please excuse my terrible hand writing)

commonapp

My colleges

▼ The University of Texas at San Antonio

^ Trinity University

College information

APPLICATION

General

Academics

Activities

Contacts

Financial

Disability or Criminal History

Recommendations and FERPA

Teacher Evaluation

Other recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

Arts Teacher

Clergy

Coach

College Access Counselor

Employer

Family Member

Peer

Other

Required: 0 Optional: 1

Jill Spencer

Coach

Assigned on 08/04/2025

Recommendation

Not Started

Advisor

An advisor can be anyone assisting you with your application. They can review your application and give you personalized feedback. You may invite up to 3 advisors. **Advisors do not submit any forms on your behalf. Colleges will also not receive any information about your advisor(s).**

Personal Email