How to Submit College Applications
When using the Common App

These instructions are ONLY for students planning to enroll in a 4-year university in the fall after high school graduation. Students who plan to attend a Community College first, or take a gap year SHOULD NOT FOLLOW THESE INSTRUCTIONS

STEP #1 Create Your Common App account, sign Your FERPA waiver & pair SchooLinks

A. Visit Commonapp.org.
   a. Select **Create Account** and **First Year Student**.
   b. Using your personal email address (not school) follow the prompts to create your Common App account.
   c. Make sure you are completing the correct version of the application as there may be more than one. The current year Common Application form becomes available August 1st of the student's senior year.

B. Select the **Common App** tab at the top.
   a. Enter your Profile information.
   b. From the side navigation, select **Education** and add LHS as your current high school. Note: We use SchooLinks eDocs partner system.
   c. Select **Complete FERPA Waiver:** Read, then select the **I waive my right *** option and two check boxes. Scroll down, **Sign and Submit**.
      * The student must "waive your right to privacy" to grant permission to LHS to send the student's transcript, requested recommendation letters, and other required school documents to the Common App colleges they are applying to. Failure to select this option will remove LHS staff from the ability to provide any required or requested documents to any college the student wants to apply to using the Common App.

C. Log into SchooLinks
   a. Using the links in the left-hand panel, connect your Common App and SchooLinks accounts.
   b. Complete the FERPA waiver in both accounts
   c. You should see your Common App schools in your SchooLinks application list.

D. If you require a **Letter of Recommendation,** you request them through SchooLinks.
   IMPORTANT: Staff use their personal time to write thoughtful letters, therefore all students are required to submit recommendation requests in SchooLlinks at least four weeks before the application deadline.

   Students are strongly encouraged to meet with Mrs. Ohly before October to review their letter of recommendation needs and ensure they understand the process. This is an area where many mistakes can occur, so time to avoid common errors and ensure your applications are complete and accurate.

a. Types of letters you **may** need:
   Teacher Letter of Recommendation - LHS staff teachers
   - Ask the teacher FIRST. If approved, request the document in SchooLinks. **Do not** invite LHS staff teachers in your Common App.

Counselor Letter of Recommendation - from your LHS guidance counselor

- Email your counselor to request a letter.
- Reply to your counselor's request for personal information at least 4 weeks before your application deadline.

Outside/Other Letters of Recommendation (employers/coaches/mentors)

- Request non-LHS letters directly in your Common App account. Click **My Colleges** tab. On the left, click the **name of the college**. Select **Recommenders and FERPA**. Select **Invite Recommenders, Invite Other Recommender.** Provide your recommenders name and email. Click **Add.**

E. Log back into your Common App to complete each section of your college application. Upload all requirement writing submissions/essays. This will take some time and you will be able to log in and out of your application, adding information. Carefully ensure you complete all required elements of your Common Application. Application requirements will be different for each College on your Common App. Continue to add any additional colleges. **Always monitor your individual application deadlines.**

F. As soon as your portion of your Common App is complete, submit it and any fees to each college before their individual deadline. Your application must reach the college before their specified application deadline. Be aware of the date, time and timezone. You should not hold your application any longer than necessary. Your application needs to be submitted before transcripts and recommendations can be sent.

G. **Transcripts**.
   a. SchooLinks automatically requests the transcripts required for your initial application
   b. When you are accepted and choose a school, you will indicate that in SchooLinks so a final transcript is sent to that location.

STEP #2 - Check your email/create college application portals.
Once you submit your Common App to a college, you should receive a confirmation from that college. This may be a pop up message or an email. Check your junk folder. It is very important that you read the message and follow the instructions for your next steps. Often, you will need to create a prospective student account portal for each college. This portal is where you monitor your application progress, promptly respond to any requests from the college, receive information about special programs or scholarships, and where you will eventually learn if you have been accepted. If you are accepted, you will receive your financial aid offer and instructions for accepting or declining the offer of admission in this portal.

STEP #3 - Continue to update your college application decisions throughout the year

A. Log into SchooLinks
B. Go to your **Colleges Applications** list.
C. Update your application status–you have the option to upload admissions and financial aid letters.

STEP #4 - Weigh your options and decline offers to colleges you are no longer considering. If you are accepted to a college that you no longer plan to attend, please log into your portal and decline the offer of admission, or email the admissions rep. This is a painful time for students who are

stuck on waitlists. By informing the college that you do not want the spot they are holding for you, you are relieving someone else of a lot of stress. Be kind to your fellow humans.

STEP #5 - Indicate the school you plan to attend in SchooLinks

As soon as you make your final decision on where you will attend college, you will need to confirm your intention using your applied student portal (college website) and likely submit a deposit. Make sure you indicate where you are attending in SchooLinks so your final transcript is sent to your school.