



Instructions for completing The Common Application when your high school is using Scoir

This guide shows students how to complete the **Recommenders**, **Fee Waiver**, and **Early Decision** sections of The Common Application when their high school is using Scoir to manage all application documents.

Recommenders

When completing the **Education** section of your Common App profile, you will be prompted to enter your Counselor's name and contact info. Since your counselor is using SCOIR to send your transcripts and recommendations, **be sure to leave Counselor's email and Counselor's phone fields <blank>**. This will prevent confusion and misrouting of school documents needed to complete your application.

The screenshot shows the 'Education' section of the Common App profile. The left sidebar lists various sections: Profile, Family, Education (selected), Testing, Activities, Writing, and Courses & Grades. The main content area is titled 'Education' and includes a 'Video Tutorials' button. Below this is a section for 'Current or Most Recent Secondary/High School'. It contains fields for 'Date of entry', 'Is this a boarding school?', 'Did or will you graduate from this school?', 'Graduation date', and a list of options for progression (e.g., 'Did or will graduate early', 'No change in progression'). Below these are fields for the counselor's information: 'Counselor's prefix', 'Counselor's first name', 'Counselor's middle initial', 'Counselor's last name', 'Counselor's job title', 'Counselor's email', and 'Counselor's phone'. Red arrows point to the 'Counselor's first name', 'Counselor's last name', 'Counselor's job title', 'Counselor's email', and 'Counselor's phone' fields, with the following instructions: 'complete', 'complete', 'complete', 'LEAVE BLANK', and 'optional' respectively. The 'Counselor's email' field is highlighted with a red box.

Common Application

- ✓ Profile
- ✓ Family
- ✓ Education
- ✓ Testing
- ✓ Activities
- Writing
- ✓ Courses & Grades
1 college(s) require

Education

Video Tutorials

Current or Most Recent Secondary/High School

Current or most recent secondary/high school *

Change Remove

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

Is this a boarding school?*

☐ Yes
☒ No

Clear Answer

Did or will you graduate from this school?*

☒ Yes
☐ No

Clear Answer

Graduation date*
date
Date should be entered in the Month Year format.

Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.*

☐ Did or will graduate early
☐ Did or will graduate late
☐ Did or will take time off
☐ Did or will take gap year
☒ No change in progression

Counselor's prefix
Choose an option

Counselor's first name*
First Name

Counselor's middle initial

Counselor's last name*
Last Name

Counselor's job title*
Counselor

Counselor's email

Counselor's phone
+1 000-000-000 Ext. if.
Phone number includes Country Code, Phone Number and Extension (optional).

Continue

complete

complete

complete

LEAVE BLANK

optional

When completing your first college application, the **Recommenders and FERPA** section might require you to invite a Counselor recommender and one or more Teacher recommenders.

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Recommenders & FERPA

✓ FERPA Release Authorization

[View Details](#)

Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite Recommenders

⚠ Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

Invite Counselor

⚠ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 2 Optional: 0

Invite Teacher

Click “*Invite Counselor*” (if required) and complete the pop-up form.
Be sure to **leave the email address field BLANK**.

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Recommendors & FERPA

✓ FERPA Release Authorization
[View Details](#)

Invite Recommend

Recommendors are people
Check out our [video about](#)

Invite Recommenders

⚠ Counselor
You must invite a school C

Invite Counselor

⚠ Teacher
Please select and assign
college on your behalf. Yo
assign them to this colleg

Required: 2 Optional: Q

Invite Teacher

×

Invite Counselor

Title

Choose an option

First Name *

First Name

Last Name *

Last Name

Email Address

<<leave blank>>

Cancel

Invite

You'll then be instructed to provide various PDF forms to your counselor. **You do NOT need to provide these forms.** Your counselor will access and complete these forms within Scoir.

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Recommendors & FERPA

✓ FERPA Release Authorization

[View Details](#) ▾

Invite Recommendors

Recommendors are people who will submit forms and information to colleges on your behalf. Check out our [video about recommendors](#).

Invite Recommendors

✓ Counselor

Your counselor has opted to submit paper evaluation forms instead of completing forms online. For any counselor form shown below, you will need to print and provide it to your counselor so that it can be completed on paper and mailed to each college to which you apply.

Mary Smith

School Counselor

Invited on 08/05/2019

PDF Forms

- [Fee Waiver](#)
- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

Ignore. Your counselor will complete these forms in Scoir.

Click “Invite Teacher” (if required) and complete the pop-up form. Be sure to **leave the email address field BLANK**. Depending on the number of teacher recommendations required, you might need to invite multiple teachers.

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Recommenders & FERPA

✓ FERPA Release Authorization
[View Details](#)

Invite Recommendation

Recommenders are people who can recommend you for college. Check out our [video about recommenders](#).

Invite Recommenders

Counselor

You must invite a school counselor for each college you are applying to.

Invite Counselor

Teacher

Please select and assign a teacher for each college on your behalf. You must assign them to this college.

Required: 2 Optional: 0

Invite Teacher

×

Invite Teacher

Subject *

Select subject

Title

Choose an option

First Name *

First Name

Last Name *

Last Name

Email Address

<<leave blank>>

Cancel

Invite

After “inviting” a teacher, you’ll still be prompted to assign specific teacher(s) to each individual application.

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✓ FERPA Release Authorization

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Invite Recommenders

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Invite Recommenders

⚠ Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

Invite Counselor

⚠ Teacher

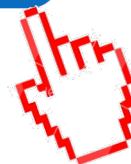
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 1 Optional: 2

Choose a recommender

Assign

Invite Teacher



You'll then be instructed to provide a Teacher Evaluation PDF form to your teachers. **You do NOT need to provide this form.** Your teachers will provide their recommendations within Scoir.

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Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite Recommenders

⚠ Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

Invite Counselor

✓ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 2 Optional: 0

Mary Smith

English

Assigned on 08/05/2019

Teacher Evaluation

✕

[PDF Form](#)

John Jones

Computer Science

Assigned on 08/05/2019

Teacher Evaluation

✕

[PDF Form](#)

Ignore. Teachers will provide their recommendations in Scoir.

If inviting **Other Recommenders**, you can choose to either:

- (a) invite them via the Common App, in which case they will receive an email prompting them to upload their recommendations to Common App, which will deliver it along with your submitted applications.
- (b) ask them to provide the recommendation to your counselor, in which case your counselor will upload the document into Scoir, which will deliver it to all colleges to which you are applying (*provided they accept "other recommendations"*).

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Recommenders & FERPA

⚠ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 2 Optional: 0

Invite Teacher

✓ 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: 2

Invite Other Recommender

×

Invite Other Recommender

Title

Choose an option

First Name *

Last Name *

Email Address

Cancel

Invite

Login to Scoir, go to **My Colleges** and be sure to add your Common App colleges to the **Applying** section

SCOIR College Search **My Colleges** My Profile

Request Recommendation sort by **Deadline**

Not Interested View (6)

Suggested (5)
Schools you may like

Arcadia University
Glenside, PA

Avg SAT **1170** Avg ACT **25** Accept. Rate **62%**
Suggested by Dad McConahy

Babson College
Wellesley, MA

Avg SAT **1335** Avg ACT **28** Accept. Rate **24%**
Suggested by Counselor McCloskey

Johns Hopkins University
Baltimore, MD

Avg SAT **1525** Avg ACT **33** Accept. Rate **13%**
Suggested by Dad McConahy

Following (16)
Schools you like

[Add a College](#)

Adelphi University
Garden City, NY

American University
Washington, DC
Realist

Elon University
Elon, NC

Stretch

Fayetteville State University
Fayetteville, NC

Likely

Goucher College
Baltimore, MD

Likely

High Point University
High Point, NC

Stretch

Applying (7)
Applications in Progress

[Add a College](#)

University of Pennsylvania
Philadelphia, PA

Regular Decision **Jan 5**
Pending Acknowledgement

Davidson College
Davidson, NC

Early Decision **Nov 15**
Tasks complete **0/5** Docs sent **6/6**
Stretch

College of William and Mary
Williamsburg, VA

Regular Decision **Jan 1**
Tasks complete **0/9** Docs sent **0/3**
Stretch

Applied (3)
Submitted Applications

Where are you enrolling?
Drop your choice here.

Duke University
Durham, NC

Regular Decision **Jan 2**
Tasks complete **0/6** Docs sent **0/5**
Stretch

Pending

Bucknell University
Lewisburg, PA

Regular Decision **Jan 15**
Tasks complete **4/6** Docs sent **0/4**
Stretch

Accepted

While on the **My Colleges** page, click **Request Recommendations** and enter the name of your teacher(s) from whom you are requesting a letter of recommendation.

SOOIR

College SearchMy CollegesMy Profile

Request Recommendation

Applied (3)
Submitted Applications

are you enrolling?
Drop your choice here.

Duke University
Durham, NC

Regular Decision Jan 2
Tasks complete 0/6
Stretch

Pending
Docs sent 0/5

Bucknell University
Lewisburg, PA

Regular Decision Jan 15
Tasks complete 4/6
Stretch

Accepted
Docs sent 0/4

Request Recommendation

Teacher*
Type in teacher's name and select from list

Subject*
Request for Recommendation

Message*
Include personal note to your teacher

CancelSend

Early Decision Applications

If you're applying Early Decision to a college, you will be required to acknowledge and agree to the terms of an Early Decision Agreement. This document also needs to be signed by a parent/guardian and your high school counselor. In Scoir, you can download an "ED Contract" document to sign and have a parent/ guardian sign, then deliver to your counseling office so they can easily send it along with all other application-related documents.

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General

The questions on this page are being asked by [redacted]

Entry term*
Fall 2020

Preferred admission plan*
Early Decision

Do you intend to pursue need-based financial aid?*

☐ Yes

☐ No

Clear Answer

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 [redacted]. I also understand that with an Early Decision offer of admissions, this institution may share my name and my early commitment with other institutions.

ED Signature*

Do you intend to use one of these school-specific fee waivers?*

Choose an option

Continue

Fee Waivers

If you're applying to a college using a Common App Fee Waiver or a college-specific fee waiver, you must complete this section in your Common App profile so colleges know not to charge you an application fee. However, you must also request a Fee Waiver in Scoir so your counselor knows to send a copy of this document to the colleges to which you are applying.

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1 college(s) require

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✓ Personal Information

✓ Address

✓ Contact Details

✓ Demographics

✓ Geography

✓ Language

✓ 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](#)

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:*

Jane Doe

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

No

Yes

Clear Answer

Continue

When submitting your application, you'll see this note informing you that no payment is required. However, **be sure to indicate in Scoir that you're applying with a Fee Waiver**. Colleges might consider your application *incomplete* without payment or a corresponding fee waiver.

The screenshot shows the Scoir application submission interface. At the top, there is a navigation bar with links: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The main content area is titled 'Application Submission' and includes a message: 'You are ready to review and submit your application to Northwestern University! The submission process is complete.' A modal window titled 'Review and Submit' is open, displaying a progress bar with three steps: 1 Final Review, 2 Payment (highlighted), and 3 Signature & Submission. A message box within the modal states: 'You have indicated in your application that you are requesting an application fee waiver. Please continue to the certification page to finish the application submission process.' At the bottom of the modal are 'Back' and 'Continue' buttons. In the background, a 'Review and Submit' button is visible on the main page.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

Application Submission

You are ready to review and submit your application to Northwestern University! The submission process is complete.

Instructions Help

Need Help? If you need assistance, please contact your college counselor.

Review and Submit

1 Final Review 2 Payment 3 Signature & Submission

i You have indicated in your application that you are requesting an application fee waiver. Please continue to the certification page to finish the application submission process.

Back Continue

Northwestern University requires the personal essay and the essay will be included in your application. You can review the essay in Step One of the submission process during the final review of your application.

Review and Submit

HELP, I INCLUDED EMAIL ADDRESSES WHEN ADDING MY RECOMMENDERS

If you included an email address when adding your school counselor and/or teachers as *Recommenders*, that's OK. As long as they haven't submitted their recommendations, you can still uninvite them. You can do this by going into any application on your My Colleges page and clicking "**Manage Recommenders**".

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Review and Submit - Writing Supplement

Recommenders & FERPA

✓ FERPA Release Authorization

[View Details](#)

Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite Recommenders

Manage Recommenders

✓ Counselor

Mary Johnson

School Counselor

Invited on [redacted]

Fee Waiver

School Report

Counselor Recommendation

Optional Report

Mid Year Report

Final Report

Started [redacted]

Started [redacted]

Not Started

Enable Preview

?

✓ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Jane Jones

Social Studies

Assigned on [redacted]

Teacher Evaluation

Started [redacted]

You'll then see an overlay pop-up window listing all your Recommenders. Go to your counselor's and/or teacher's tile a click the ***"Delete"*** icon. You'll then be prompted to confirm this action.

The screenshot displays the 'Manage Recommenders' interface within a web application. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar shows 'My Colleges', 'College Information', 'Application', 'Questions', 'Recommenders and FERPA', 'Review and Submit - Common App', and 'Writing Supplement'. The main content area is titled 'Recommenders & FERPA' and contains a 'Manage Recommenders' overlay window.

The 'Manage Recommenders' overlay window shows a list of recommenders with the following details:

Name	Role	Status	Action
Jane Jones	Teacher	Invited	Delete
Mary Johnson	Counselor	Invited	Delete
Mary Doe	Parent	Submitted	
John Jones	Teacher	Offline	

Red boxes highlight the 'Teacher' role for Jane Jones and the 'Counselor' role for Mary Johnson. Red dashed arrows point from the 'Delete' icons to a confirmation dialog box.

The confirmation dialog box contains the following text:

Permanently deleting this recommender will also remove them from any college to which they are assigned. Would you still like to delete this recommender?

The dialog box has two buttons: 'Cancel' and 'Delete'.

Now that your counselor and/or teacher is deleted from your list of Recommenders, you'll need to again click *Invite Counselor* and/or *Invite Teacher*. This time, **leave the Email Address field <<blank>>**.

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Recommenders & FERPA

✓ FERPA Release Authorization
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Invite Recommenders
Recommenders are people who
Check out our [video about reco](#)

Invite Recommenders

⚠ Counselor
You must invite a school Couns

Invite Counselor

⚠ Teacher
Please select and assign the Te
college on your behalf. You mus
assign them to this college.

Required: 2 Optional: 0

Invite Teacher

×

Invite Counselor

Title

Choose an option ▾

First Name *

First Name

Last Name *

Last Name

Email Address

<<leave blank>>

Cancel

Invite

You'll then be instructed to provide various PDF forms to your *Recommenders*. **You do NOT need to provide these forms.** Your counselor and/or teacher will access and complete these forms within Scoir.

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Invite Recommenders

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Invite Recommenders

Manage Recommenders

✓ Counselor

Your counselor has opted to submit paper evaluation forms instead of completing forms online. For any counselor form shown below, you will need to print and provide it to your counselor so that it can be completed on paper and mailed to each college to which you apply.

Mary Johnson

School Counselor

Invited on

PDF Forms

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- [Fee Waiver](#)
- [School Report](#)
- [Counselor Recommendation](#)
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- [Mid Year Report](#)
- [Final Report](#)

✓ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Jane Jones

Social Studies

Assigned on

Teacher Evaluation

PDF Form

Ignore. Your counselor and teachers will complete these forms in Scoir.

If your counselor and/or teachers login to Common App after you've uninvited them, they will see the following screen. (If they've been invited by other students, your name will just no longer show as one of their *Students*.)



Welcome, Jane!
2019-2020



Sign Out

About Your Account

This account is not yet associated with a Common App online recommender role. You will be invited to accept a recommender role as soon as the first student invites you from his/her Common App account (you will receive an email from us alerting you to this invitation).

If you are a teacher or counselor and your school uses one of our [partner solutions](#) for letters and transcripts, you will use that system instead of Common App to submit your teacher and counselor materials. You should only use this Common App account if a student invites you as an Other Recommender.

If you believe that you have reached this page in error, please contact the Solutions Center.

CONGRATULATIONS!

You're now able to complete and submit your Common Application without causing confusion for your counselors and teachers.

Have any questions or concerns?
Drop us a note and we'll get back to you ASAP!

