

College Application Reference Guide

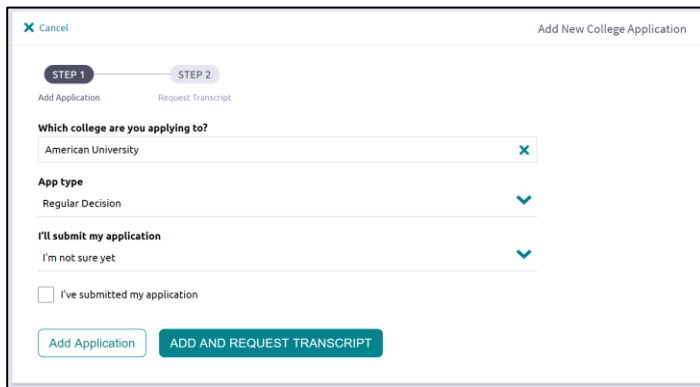
Overview

Keep track of the colleges you're applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, admission types, and application deadlines. You can also request transcripts and indicate when you've submitted the application. This list allows you to easily keep track of your college applications and keeps your counselor informed of your plans.

Adding Colleges to your **Colleges I'm Applying To** List & Requesting Transcripts


From **Colleges I'm Applying To**

1. From **My Favorites**, click the **Colleges I'm Applying To** tab.
2. Click **+** to add a school to your list.
3. **Which college are you applying to?** Type the name of the college into the search field.
4. **App Type** Select the application decision type you're applying under from the drop-down menu.
5. **I'll submit my application?** Select the application you're using from the drop-down menu.
6. **I've submitted my application.** Check this box if you've already submitted your application. If not, leave it unchecked.
7. Click **Add and Request Transcript**.
8. **What type of transcript are you requesting?** Check the box next to Initial.
9. **Where are you sending this transcript/s?** Make sure the correct school is in this field.
10. Click **Request and Finish**.



From **Colleges I'm Thinking About**

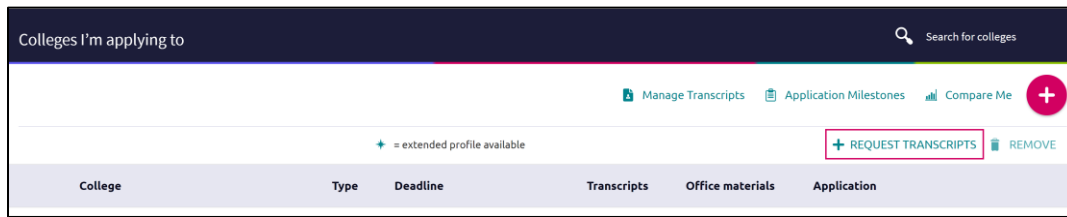
1. From **My Favorites**, click the **Colleges I'm Thinking About** tab.
2. Check the boxes next to the schools you're applying to.
3. Click **Move to Application List**.
4. Use the drop-down menus to select the deadline and application decision type for each school.
5. **I've submitted my application.** Check this box if you've already submitted your application. If not, leave it unchecked.
6. Click **Add and Request Transcript**.
7. **What type of transcript are you requesting?** Check the box next to Initial.
8. **Where are you sending this transcript/s?** Make sure the correct school is in this field.
9. Click **Request and Finish**.

Colleges I'm thinking about				
+ Add Colleges to List				
1 selected		UPDATE INTEREST	MOVE TO APPLICATION LIST	
College	Delivery Type	Added By	Expected Difficulty*	
<input checked="" type="checkbox"/> The University of Akron		Student	N/A	

Requesting Transcripts

You can request a transcript for a school that is already on your **Colleges I'm Applying To** list.

1. From **My Favorites**, click the **Colleges I'm Applying To** tab.
2. Click **+ Request Transcripts**.

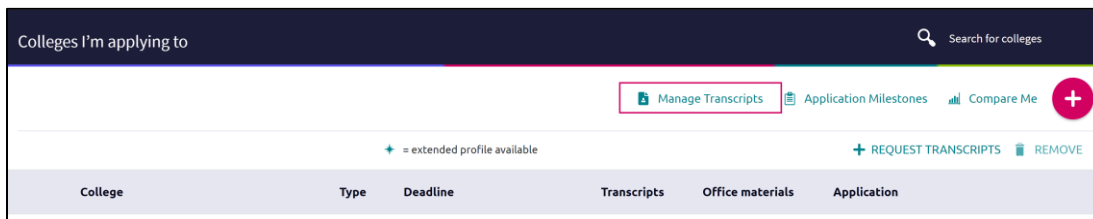


3. **What type of transcript are you requesting?** Check the box next to Initial.
4. **Where are you sending the transcript/s?** Click on the drop-down menu and check the boxes next to the schools you are requesting transcripts for.
5. Click **Done**.
6. Click **Request and Finish**.

Manage Transcripts

Use **Manage Transcripts** to keep track of your all transcript requests.

1. From **My Favorites**, click the **Colleges I'm Applying To** tab.



2. Click **Manage Transcripts** to see the status of all transcripts requests you've submitted.
3. To request a transcript for scholarships or athletics, click **Add (+)** and select **Other Transcript**.
4. **What type of transcript are you requesting?** Check the box next to Initial.
5. **What is this transcript for?** Indicate if the transcript is for Scholarships or Athletics.
6. **Where are you sending the transcript?** Enter the recipient name and address in the fields.
7. Click **Request and Finish**.

A screenshot of the 'Transcript Requests' page. It shows a table with columns: Confirmation Number, Recipient, Type, Requested, Due, Mailed, Waiver, Final, and Confirm receipt. Below the table, there's a 'Transcript fees' section with a table showing 'Total Requested', 'Total Refund', and 'Paid to date'. To the right, there's a 'FEE STRUCTURE' section with details about the transcript fee structure.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Waiver	Final	Confirm receipt
23822018	American State	College App	04/16/18	-	Pending	Requested	-	-
23822400	American State in Bulgaria	College App	04/27/18	03/01/19	Pending	Requested	-	-
23822045	Pennsylvania State University	College App	04/23/18	-	Pending	Requested	-	-
23822044	PSU Abington	College App	04/23/18	-	Pending	Requested	-	-
23822022	Ramoth Hall	Scholarship	04/16/18	04/16/18	-	-	-	-

Transcript fees	
Total Requested:	\$
Total Refund	\$00
Paid to date	\$00
Net Due	\$00

FEE STRUCTURE	
This is the transcript fee structure for your school	
Base cost per transcript:	\$0
Base cost applies up to 3 transcripts	
Cost per additional transcript:	\$10

Other Application Information

GPA: (About Me > My Account > Test Scores)

Test Scores: (About Me > My Stuff > General Information)