



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

The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. A left sidebar lists various application steps, with 'Recommenders and FERPA' highlighted. The main content area is titled 'Recommenders & FERPA' and includes a 'FERPA Release Authorization' status, an 'Invite Recommenders' section with a description and a button, and two sections for 'Counselor' and 'Teacher' with their respective requirements and 'Invite' buttons.

**My Colleges**

**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.

The screenshot shows a web application interface with a top navigation bar containing "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". The left sidebar has a "My Colleges" section with several college entries. The main content area is titled "Recommendations & FERPA" and includes a "FERPA Release Authorization" section with a "View Details" link. Below this is the "Invite Recommendation" section, which contains a "Counselor" subsection with a warning icon and the text "You must invite a school Counselor". A red hand cursor points to the "Invite Counselor" button in this subsection. The "Teacher" subsection below it has the text "Please select and assign a teacher from a college on your behalf. You must assign them to this college." and a "Required: 2" label. The "Invite Counselor" modal window is open, showing a form with the following fields: "Title" (dropdown menu with "Choose an option"), "First Name \*" (text input with "First Name" placeholder), "Last Name \*" (text input with "Last Name" placeholder), and "Email Address" (text input with "<<leave blank>>" placeholder). The modal also has "Cancel" and "Invite" buttons at the bottom.

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.

The screenshot shows the Scoir user interface. At the top, there are navigation tabs: Dashboard, My Colleges (selected), Common App, College Search, and Financial Aid Resources. On the left is a sidebar menu with categories: My Colleges, College Information, Application, Questions, Recommenders and FERPA (highlighted), Review and Submit - Common App, Writing Supplement, Questions, and Review and Submit - Writing Supplement. The main content area is titled 'Recommendations & FERPA' and contains the following sections:

- FERPA Release Authorization** (with a green checkmark): Includes a 'View Details' link.
- Invite Recommenders**: Includes a description: 'Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).' and a blue 'Invite Recommenders' button.
- Counselor** (with a green checkmark): Includes a description: '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.' and a box for 'Mary Smith, School Counselor, Invited on 08/05/2019'.
- PDF Forms**: A list of links: Fee Waiver, School Report, Counselor Recommendation, Optional Report, Mid Year Report, and 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.

The screenshot displays a web application interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. A left sidebar lists various sections, with 'Recommendations and FERPA' highlighted. The main content area is titled 'Recommendations & FERPA' and includes a 'FERPA Release Authorization' section with a 'View Details' link. Below this, there are three sections: 'Invite Recommenders' with an 'Invite Recommenders' button, 'Counselor' with a warning icon and an 'Invite Counselor' button, and 'Teacher' with a warning icon, instructions, and an 'Invite Teacher' button. A red hand cursor points to the 'Invite Teacher' button. An 'Invite Teacher' modal form is overlaid on the right, featuring a close button (X) and the following fields: 'Subject \*' (dropdown menu with 'Select subject'), 'Title' (dropdown menu with 'Choose an option'), 'First Name \*' (text input with 'First Name'), 'Last Name \*' (text input with 'Last Name'), and 'Email Address' (text input with '<<leave blank>>'). At the bottom of the modal are 'Cancel' and 'Invite' buttons.

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

Dashboard My Colleges Common App College Search Financial Aid Resources

**My Colleges**

College Information

Application

Questions

**Recommenders and FERPA**

Review and Submit - Common App

Writing Supplement

Questions

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**

⚠ **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.

Dashboard My Colleges Common App College Search Financial Aid Resources

**My Colleges**

College Information

Application

Questions

**Recommendations and FERPA**

Review and Submit - Common App

Writing Supplement

Questions

Review and Submit - Writing Supplement

## Recommendations & 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**

<b>Mary Smith</b> English Assigned on 08/05/2019	✕
Teacher Evaluation	<a href="#">PDF Form</a>
<b>John Jones</b> Computer Science Assigned on 08/05/2019	✕
Teacher Evaluation	<a href="#">PDF Form</a>

**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"*).



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"*).

**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

**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**

Suggested (5) Schools you may like	Following (16) Schools you like	Applying (7) Applications in Progress	Applied (3) Submitted Applications
<p><b>Arcadia University</b> Glenside, PA</p> <p>Avg SAT <b>1170</b> Avg ACT <b>25</b> Accept. Rate <b>62%</b> Suggested by Dad McConahy</p>	<p><b>Adelphi University</b> Garden City, NY</p> <p><b>American University</b> Washington, DC Realist</p> <p><b>Elon University</b> Elon, NC Stretch</p> <p><b>Fayetteville State University</b> Fayetteville, NC Likely</p> <p><b>Goucher College</b> Baltimore, MD Likely</p> <p><b>High Point University</b> High Point, NC Stretch</p>	<p><b>University of Pennsylvania</b> Philadelphia, PA</p> <p>Regular Decision <b>Jan 5</b> Pending Acknowledgement</p> <p><b>Davidson College</b> Davidson, NC</p> <p>Early Decision <b>Nov 15</b> Tasks complete <b>0/5</b> Docs sent <b>6/6</b> Stretch</p> <p><b>College of William and Mary</b> Williamsburg, VA</p> <p>Regular Decision <b>Jan 1</b> Tasks complete <b>0/9</b> Docs sent <b>0/3</b> Stretch</p>	<p>Where are you enrolling? Drop your choice here.</p> <p><b>Duke University</b> Durham, NC</p> <p>Regular Decision <b>Jan 2</b> Pending Tasks complete <b>0/6</b> Docs sent <b>0/5</b> Stretch</p> <p><b>Bucknell University</b> Lewisburg, PA</p> <p>Regular Decision <b>Jan 15</b> Accepted Tasks complete <b>4/6</b> Docs sent <b>0/4</b> Stretch</p>

Not Interested View (6)

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.

Request Recommendation

**Teacher \***

Type in teacher's name and select from list

**Subject \***

Request for Recommendation

**Message \***

Include personal note to your teacher

Cancel Send

Request Recommendation sort by Deadline

Applied (3) Submitted Applications

are you enrolling? Drop your choice here.

Duke University Durham, NC

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

Bucknell University Lewisburg, PA

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

Not Interested View (6)

# 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.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

Questions Video Tutorials

**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\*  
[text input field]

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.

Dashboard My Colleges Common App College Search Financial Aid Resources

Common Application

Profile Video Tutorials

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

✓ 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)

Yes  
 No

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 are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The main content area is titled "Application Submission" and includes a progress indicator with three steps: 1 Final Review, 2 Payment, and 3 Signature & Submission. A modal window titled "Review and Submit" is open, displaying an information message: "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." The modal also features "Back" and "Continue" buttons. In the background, a "Review and Submit" button is visible on the main page.

# 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**".

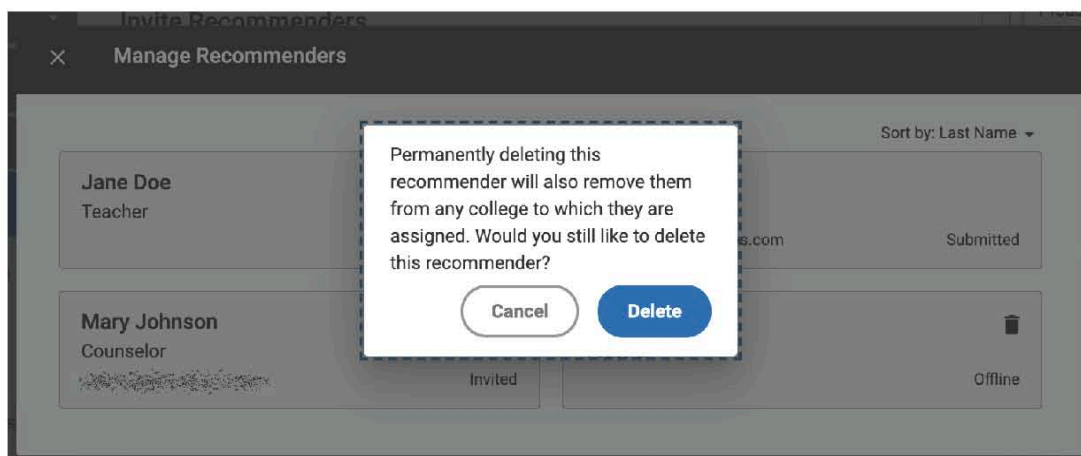
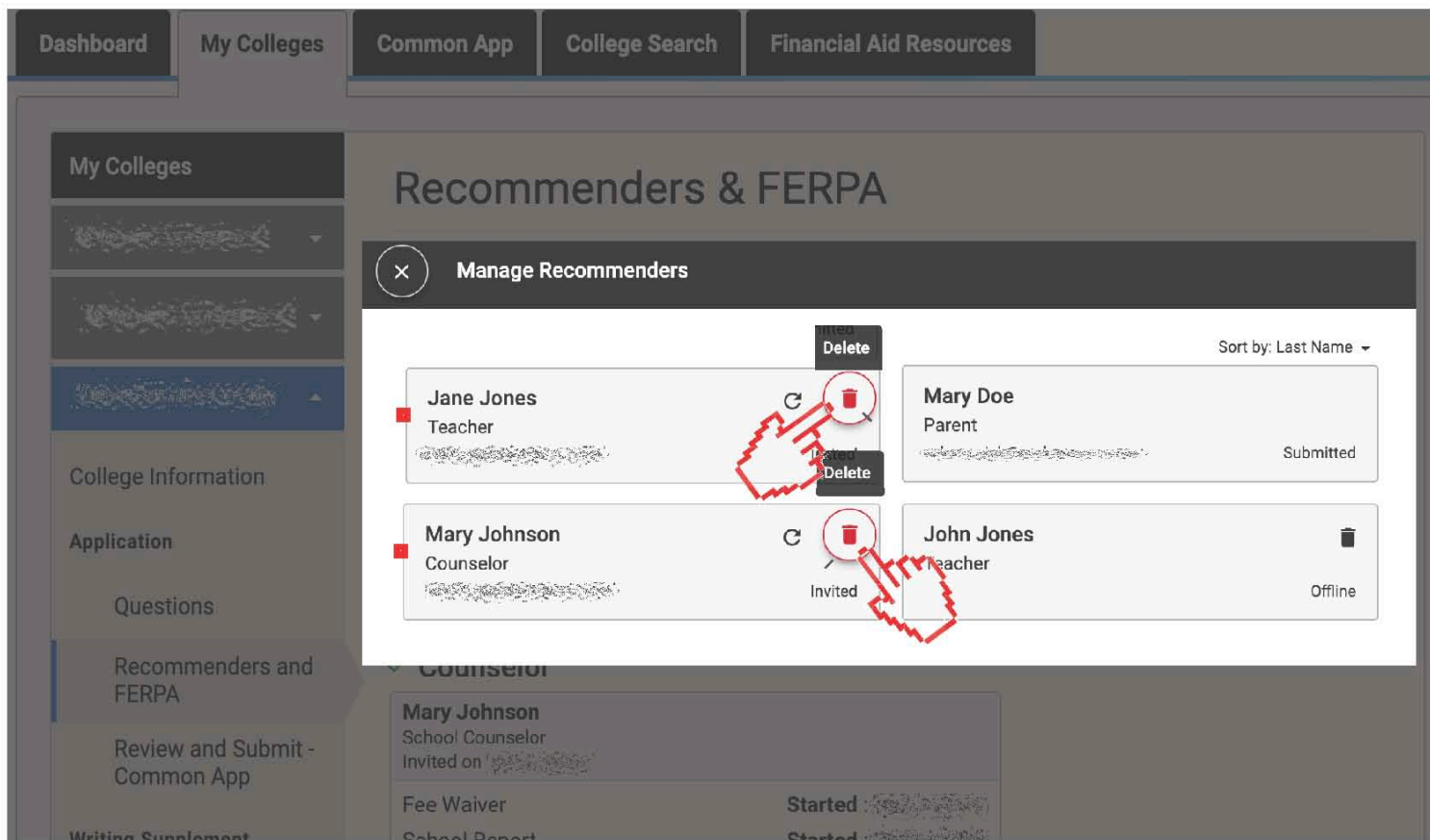
The screenshot shows the 'My Colleges' section of a web application. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar lists various options under 'My Colleges', 'College Information', 'Application', 'Writing Supplement', and 'Review and Submit'. The main content area is titled 'Recommenders & FERPA' and contains several sections: 'FERPA Release Authorization', 'Invite Recommenders', 'Counselor', and 'Teacher'. The 'Manage Recommenders' button is highlighted with a red hand cursor. The 'Counselor' section shows a table of tasks for Mary Johnson, with 'Not Started' status for several items. The 'Teacher' section shows a table of tasks for Jane Jones, with 'Started' status for one item.

Task	Status
Fee Waiver	Started
School Report	Started
Counselor Recommendation	Not Started
Optional Report	Not Started
Mid Year Report	Not Started
Final Report	Not Started

Task	Status
Teacher Evaluation	Started

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.





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>>**.

The screenshot shows the 'My Colleges' section of a web application. The main heading is 'Recommenders & FERPA'. Below it, there is a 'FERPA Release Authorization' status with a checkmark and a 'View Details' link. The 'Invite Recommenders' section is active, showing instructions and three buttons: 'Invite Recommenders', 'Invite Counselor', and 'Invite Teacher'. A red hand cursor is pointing at the 'Invite Counselor' button. An 'Invite Counselor' modal is open, displaying a form with the following fields: 'Title' (dropdown menu), 'First Name \*' (text input), 'Last Name \*' (text input), and 'Email Address' (text input containing '<<leave blank>>'). The modal also has 'Cancel' and 'Invite' buttons at the bottom.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

## Recommenders & FERPA

✓ FERPA Release Authorization  
[View Details](#)

### 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.

**Dashboard** **My Colleges** **Common App** **College Search** **Financial Aid Resources**

**My Colleges**

**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**  
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 [blurred]

**PDF Forms**

- [Counselor ED Agreement](#)
- [Fee Waiver](#)
- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [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 [blurred]

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!**

