

## For Students

# Using Scoir with Common App™

Your school is integrating Common App with Scoir. This means you must connect your Common App account to Scoir to sync your college lists and request recommendations in Scoir.

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## How It Works

You'll still use Common App to complete and submit your applications, but you'll connect your Common App account to Scoir to sync your college lists. This lets your counselor see where you're applying and helps make sure the right documents get sent. If permitted by your school, you'll also use Scoir to request and assign teacher recommendations.

Some steps happen in Common App, and others in Scoir:

In Common App, you'll:	In Scoir, you'll:
<ul style="list-style-type: none"><li>• Create your account and fill out your application</li></ul>	<ul style="list-style-type: none"><li>• Connect your Common App account <i>(only seniors with an assigned counselor)</i></li></ul>
<ul style="list-style-type: none"><li>• Add your high school and colleges</li></ul>	<ul style="list-style-type: none"><li>• See you synced Common App colleges in your My Colleges list</li></ul>
<ul style="list-style-type: none"><li>• Complete the FERPA Release Authorization</li></ul>	<ul style="list-style-type: none"><li>• Request and assign teacher recommendations <i>(if permitted)</i></li></ul>
<ul style="list-style-type: none"><li>• Request a Fee Waiver or complete Early Decision Agreements (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• Add any other colleges you're applying to using different methods</li></ul>
<ul style="list-style-type: none"><li>• Submit your applications</li></ul>	<ul style="list-style-type: none"><li>• Mark outcomes once you hear back</li></ul>

Once your accounts are connected and you've added colleges in Common App, your counselor takes it from there in Scoir. They'll prepare and send your school documents—like transcripts and school reports—to Common App. These documents are only released to colleges after you submit your application.

If you request a Fee Waiver or submit an Early Decision Agreement, your counselor will also complete their part in Scoir after you finish yours in Common App


### 🤔 Not sure if your school is using the Common App integration?

If you're a senior, you'll see a **Connect to Common App** button on your Scoir profile—this is a quick way to tell if your school is using the integration.



## Before Connecting Common App & Scoir

To link your Scoir and Common App accounts, you'll need to complete a few steps in Common App first.

 **Watch the video:** [What Students Should do in Common App Before Connecting Accounts](#)

- 1 **Log into your Common App account** (or create one as a first-year applicant).
  - When creating a new account, be sure to use your legal first and last name so your documents match correctly. The email you use for your Common App account does not need to be the same as the one you use in Scoir
    - *Save your login info—you'll need it when you connect your account in Scoir.*
- 2 **Add your high school**
  - Go to *Education* → *Current or Most Recent Secondary/High School*
  - Click **Find School**, then search for and select your high school
  - Not sure which one to pick? Ask your counselor for your school's CEEB code
- 3 **Add at least one college**
  - Go to *College Search* and add a school you plan to apply to
- 4 **Choose your Start Term and Admission Plan** for the colleges you plan to apply to
  - Go to *My Colleges* → select a college → open the *General* section
  - Select a **Preferred Start Term and Admission Plan**
  - ⚠️ *These must be selected before your counselor can send documents*
- 5 **Complete the FERPA Release Authorization**
  - Go to *My Colleges* → click open a college → *Recommenders and FERPA*
  - Read and sign the FERPA form
  - 🟡 *This is required before your counselor can send any documents*


Students can update their FERPA decision in Common App at any time up until a counselor sends a school form or the student submits their first application. For more details, see [Common App's help article](#).

Keep your college list and application details updated in Common App. Make sure every college has a start term and admission plan selected so documents can be sent correctly from Scoir.

🟡 **Don't forget to sign the FERPA in Common App.** Your counselor can't send documents to Common App colleges without it.

## Connecting Your Scoir & Common App Accounts

Once you've completed the steps in Common App, you'll connect your account to Scoir so your college list can sync and your counselor can begin preparing and sending documents. **If you began filling out Common App during your junior year, some of that information may have been cleared over the summer.**

 **Watch the video:** [Connect Your Common App & Scoir Account](#)


Follow these steps in Scoir:

- 1 Go to **Me** and then click **View Profile**. If you're a senior, you'll see the option to **Connect to Common App** and can click it to get started.
- 2 A new window will open, taking you to Common App's login page. **Sign in using the email and password you used to create your Common App account.**
- 3 Check the box to confirm you agree to share your Common App information with Scoir, then click **Connect**.
- 4 Once successfully connected, You'll be redirected back to Scoir. Your My Colleges list from Common App will be reflected in Scoir.



## How College List Syncing Works

Once your Scoir and Common App accounts are connected, your college list from Common App will automatically sync to your [My Colleges](#) list in Scoir. This helps your counselor know where you're applying and ensures the right documents get sent.

 **Watch the video:** [How College List Syncing Works](#)

Here's what to expect:

- **Colleges you add in Common App** → appear in the Applying list in Scoir. Your counselor can then start preparing documents
- **If you remove a college in Common App** → moves to the Following list in Scoir.  
You can mark it as "No longer interested" if you want
- **When you submit an application in Common App** → it moves to the Applied list in Scoir. This lets your counselor know it's time to send documents

Important Notes:


- **Start Term and Admission Plan Required:**
  - Colleges will appear in Scoir even if you skip these fields in Common App, but your counselor can't prepare or send documents until both are completed.
- **Syncing is one-way:**
  - Changes made in Common App sync to Scoir, but changes made in Scoir do not sync back to Common App.
- **You still need to enter outcomes in Scoir**
  - Even if you've marked a college as "Applied," Scoir won't know your results until you update them. Adding your outcomes helps your counselor keep records accurate and send follow-up materials like Mid-Year and Final Reports when needed.
- **Colleges you're applying to using other methods** (not Common App) should still be added to Scoir manually.

### *What if I added colleges before connecting accounts?*

- **If you already added colleges in Common App:**
  - They'll sync to your Applying or Applied list in Scoir once you connect accounts.
- **If you added colleges in Scoir first:**
  - You'll need to add those same colleges in Common App. Until you do, you won't be able to take further action in Scoir.

**Reminder:** Keep your college list and deadlines up to date in Common App to make sure everything stays accurate in Scoir.

# Completing Fee Waivers & Early Decision (ED) Agreements in Common App

 Watch the video: Requesting Fee Waivers & ED Agreements in Common App

## Completing Fee Waiver in Common App

If you're applying to colleges through Common App and want to request a fee waiver, you'll need to do this directly in Common App. Once you submit your request there, your counselor will be notified to complete their portion in Scoir.

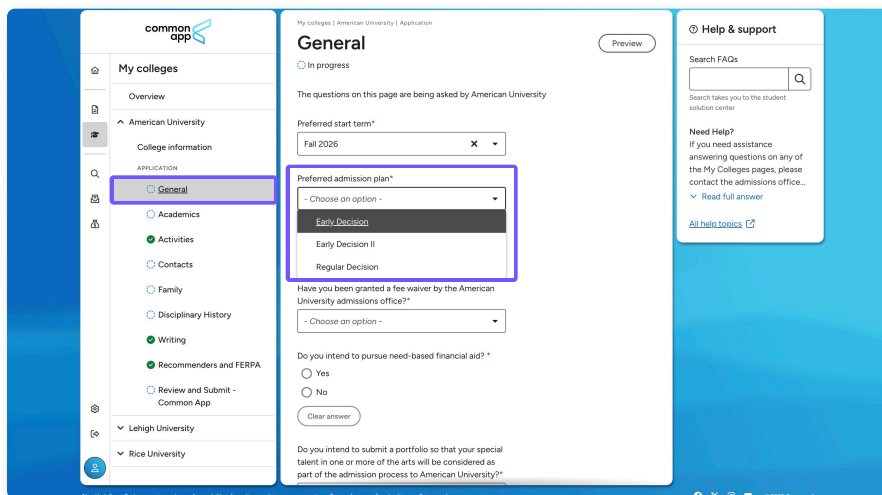
**Note:** The Common App fee waiver only applies to Common App colleges. For colleges you're applying to outside of Common App, you should request a fee waiver in Scoir, and your counselor will complete it there as well.

- 1 Go to **My Common Application** → **Profile** → **Common App Fee Waiver**
- 2 If eligible, answer "Yes," sign your name, and click **Continue**
- 3 Your counselor will be notified in Scoir to complete their part

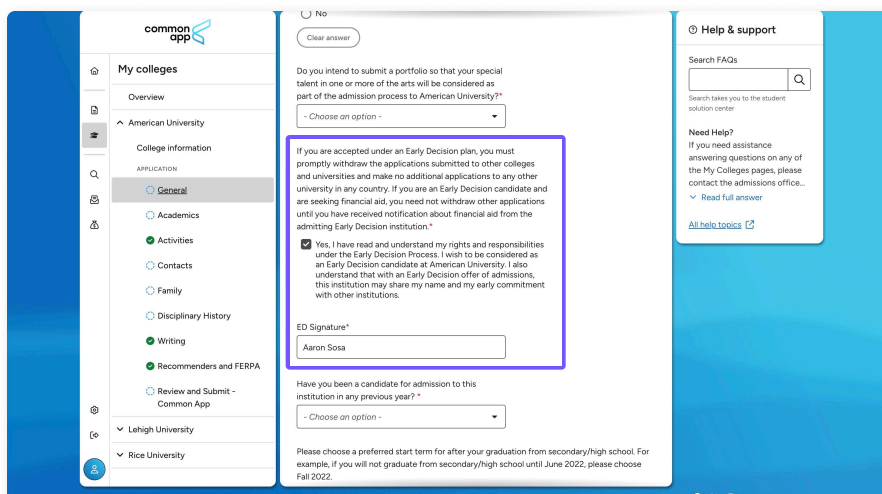
## Completing Early Decision Agreement in Common App

If you're applying Early Decision to a college, you'll need to complete the ED Agreement in Common App.

- 1 Go to **My Colleges** and open the college where you're applying ED
- 2 In the **General** section, select **Early Decision** as your admission plan

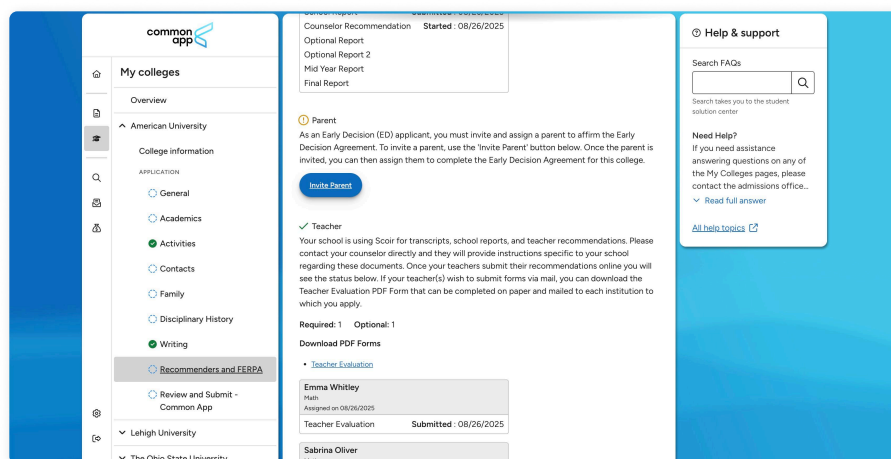


- 3 Scroll down to read the ED Agreement, check the box to confirm, and sign your name

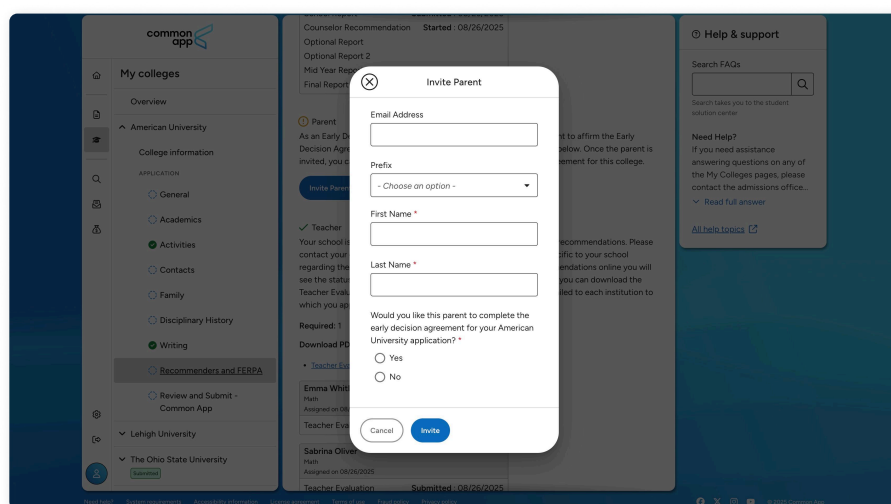




- 4 Once that's done, your counselor will complete their portion in Scoir
- 5 As an ED applicant, you'll need to invite a parent or legal guardian in Common App to complete their part of the agreement. In the **Recommenders and FERPA** section for the college where you're applying Early Decision, click **Invite Parent**



- 6 Enter your parent or guardian's first name, last name, and email address, then select whether you'd like them to complete the Early Decision Agreement for that application. Click **Invite**.




- 7 Once you invite a parent or guardian, they'll appear in the **Recommenders and FERPA** section as "invited" and will receive an email at the address you provided. From there, they'll need to follow the link in the invitation, enter their email exactly as it appears in the message (it is case-sensitive), review and sign the ED Agreement, and then submit it. For more details, see [Common App's help article](#).

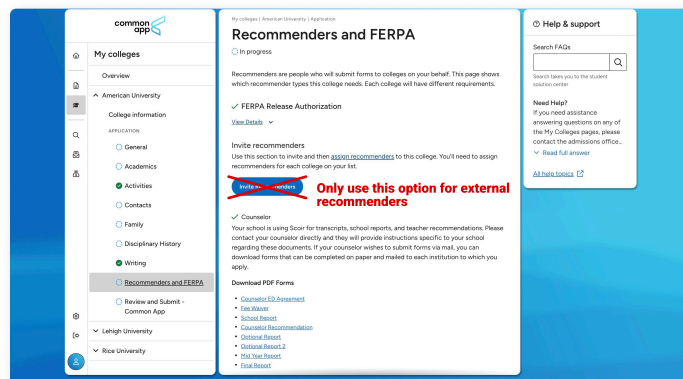
## Requesting & Assigning Teacher Recommendations

Depending on your school's settings, you'll request and assign all teacher recommendations in Scoir, even for Common App colleges. For each college, Scoir will show how many recs are required or optional, so you know how many to request.

Common App only allows one recommendation per teacher across all schools, so request general recommendations when possible. This does not apply to colleges you're applying to through other methods.

**Important:** Only invite recommenders in Common App if a college specifically allows or requires an outside recommender (like a coach, mentor, or someone not at your school). Otherwise, use Scoir for all teacher recs.

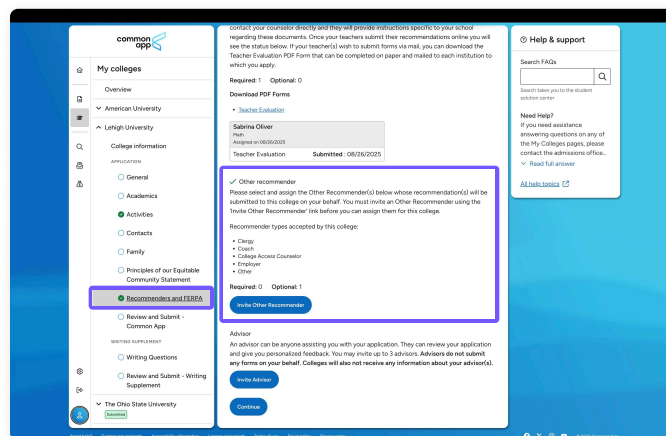
 **Watch the video:** Request & Assign Teacher Recommendations



## Requesting Recommendations

- 1 In Scoir, go to **My Colleges** → **Docs**. Click **New Request** under *Letters of Recommendation*.
- 2 **Search for your teacher** and select them. Only teachers added by your school will appear. Ask your counselor if someone is missing.
- 3 Choose a recommendation type:
  - **General** (*recommended*): Can be assigned to multiple colleges
  - **College-specific** (*if permitted*): Can only be assigned to one collegeThen, add a brief message and click **Submit**.
- 4 If a Common App college requires an outside recommender, you'll need to make that request directly in Common App. Go to the **Recommenders and FERPA** section for that college and click **Invite Other Recommender**. From there, you can enter their details and assign them to that application.

For colleges you're applying to outside of Common App, your counselor can add an external recommender for you in Scoir. Reach out to your counselor if you need help with this.



## Assigning Recommendations

After your teacher completes the recommendation:

- 1 Go to **My Colleges** in Scoir and open a school from your *Applying or Applied* list. If the school still needs a rec, you'll see a message on its tile
- 2 In the *Recommendations* section, click **Assign** next to an open slot. Choose one of your completed recommendations

## CONT. Requesting & Assigning Teacher Recommendations

Reminders:

- Recommendations can only be assigned after your teacher has completed them
- You must assign a recommendation to each college before your counselor can send it
- Common App only allows one recommendation per teacher across all schools, so request general recommendations when possible
- Your counselor will send all recommendations once assignments are made

To assign to multiple colleges at once:

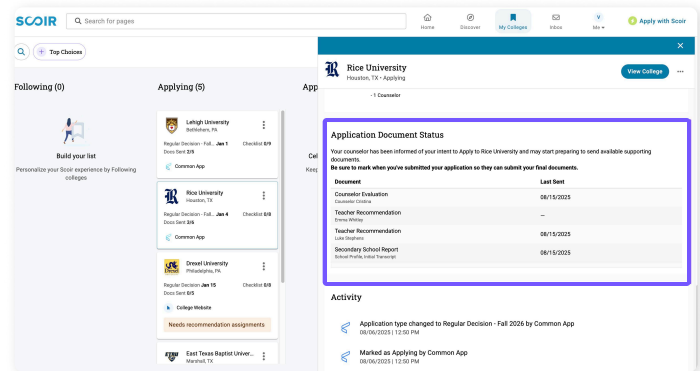
- Go to **My Colleges** → **Docs**
- Click **Manage Assignments** next to the completed recommendation and select the colleges you want to assign it to.

## Tracking Documents

As your teacher recommendations and school documents are prepared and sent, you can keep track in Scoir and Common App.

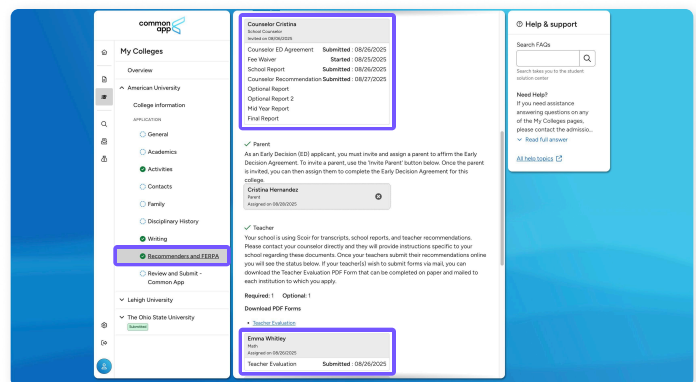
### Tracking in Scoir

- 1 Go to **My Colleges** and open a college from your **Applying** or **Applied** list.
- 2 Scroll to the *Application Documents Status* section.
- 3 You'll see each document your counselor has prepared, like transcripts and school reports. They'll show up on the table as they're completed.
- 4 As each document is sent, the **Last Sent** column will show the date it was submitted to Common App.



### Tracking in Common App

- 1 Log in to your Common App account and go to your **My Colleges** list
- 2 Click on a college, then open the **Recommenders and FERPA** section
- 3 Here, you can see the status and submission dates of documents from your counselor and teachers, like transcripts and recommendation letters
  - **Counselor Documents**
    - **Started:** Date your counselor completed the form in Scoir
    - **Submitted:** Date it was sent to Common App
  - **Teacher Recommendations**
    - **Started:** Date you (or your counselor) assigned the rec to a college
    - **Submitted:** Date your counselor sent it to Common App
- 4 Once you submit your application, any documents already sent from Scoir will be made available to that college



## Final Checklist

Now that you know how Scoir works with Common App, you're ready to manage each part of the process in the right place.

- Common App is where you'll build and submit your applications
- Scoir is where you'll connect your account, request and assign teacher recommendations, and where your counselor will prepare and send documents

Use the checklist below to make sure you're completing the right steps in each platform:

### In Common App:

- ☐ Logged into or created your Common App account
- ☐ Added your high school
- ☐ Added colleges and selected a start term + admission plan for each
- ☐ Signed the FERPA Release Authorization
- ☐ (Optional) Completed a fee waiver or Early Decision Agreement

### In Scoir:

- ☐ Connected your Common App account
- ☐ Saw your synced college list
- ☐ Requested teacher recommendations
- ☐ Assigned completed recs to each college
- ☐ Added any non-Common App schools manually
- ☐ Marked outcomes after you heard back from schools
- ☐ (Bonus!) Download the [Scoir mobile app](#) to keep up with your account and see your synced Common App colleges on the go.

## Troubleshooting

**I connected the wrong Common App account to Scoir. What should I do?**

Please [reach out to our Support Team](#) for help connecting the correct account.

## Need help?

If you're ever unsure or something doesn't look right in Scoir or Common App, reach out to your counselor for guidance or [get in touch with our Customer Support team](#).

