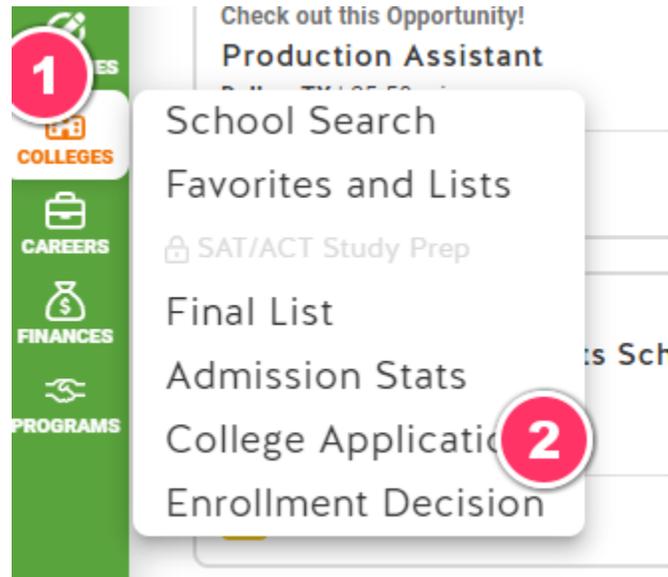
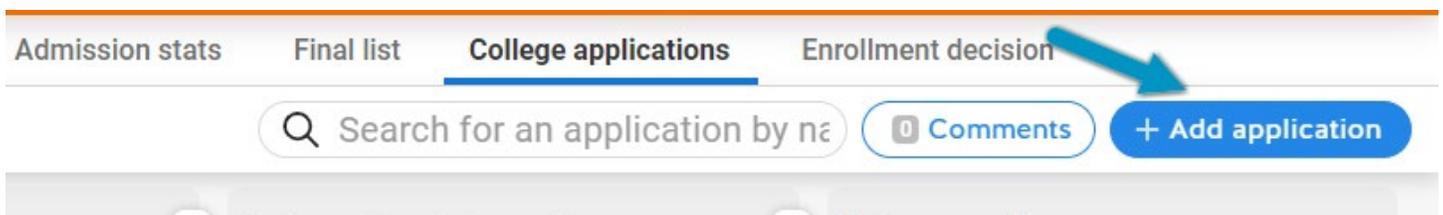


Requesting a Transcript through SchoolLinks: COLLEGE

- Log into SchoolLinks through your SSO
- From the Menu on the lefthand side, select “**Colleges**” then “**College Applications**”



- The first time you do this, you’ll have to put in some information (address; fee waiver questions; FERPA)
- At the top right side of the screen, choose “**Add application**”



- Search for your college and check it
- EVEN IF YOU’VE SUBMITTED YOUR APPLICATION ALREADY, be sure to check “**In progress**” so your transcript is requested.

- Click “**Add application**”

Add application ✕

Select a college to add:

🔍 Texas Tech 1

 Texas Tech University 2

 Texas Tech University Health Sciences Center

Choose application status:


In progress 3


Completed & pending results


Accepted


Denied


Waitlisted


Deferred


Withdrawn

Cancel 4 Add application

- Select the website you’ll be using to apply (*if available, Apply Texas tends to be easiest)
- Select the type of application you are submitting (i.e. the deadline)

Application status:  In Progress 

 We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method




School-specific
online app





Application Type

Early Action
Nov 1

Early Decision
Nov 1

Early Decision II
Feb 1

Other
Nov 1

Regular Decision
Feb 1

Application deadline

- Check the box beside any other student requirements you'll be submitting and select ***"Save Application"***
- On the righthand side you'll see ***"Counselor Documents"*** – these have already been sent to your counselor for you
 - If this section includes a counselor letter of recommendation, you'll need to fill out the request form here so your counselor can write your letter: [Counseling Office / Letter of Recommendation Request \(emsisd.com\)](https://www.emsisd.com/CounselingOffice/LetterofRecommendationRequest)
- In the middle, you'll see if Teacher Recommendations are Required or Optional
 - If required (or optional if you need them) select the button to put in the teachers you would like to submit recommendations for you
 - SchoolLinks will send the request to the teachers via email, but you should talk to them in person first to be sure they are able to do this for you
- The lefthand side of the screen has your student checklist of tasks – you'll check these off as you complete them

The screenshot shows a web interface for a student application. It is divided into three main columns:

- STUDENT CHECKLIST:** Contains two items: "Submit Application" (with a checkbox and three dots) and "Test Scores" (with a checkbox and three dots). Below "Test Scores" is a note: "TCU is test-optional through 2024. TCU College Board code is 6820 and ACT code is 4206, but we welcome self-reported scores e-mailed to trugmail@tcu.edu. Be sure to provide your score on each section or a screen shot of your score report."
- TEACHER RECOMMENDATIONS:** Includes instructions: "Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks." It shows "1 Required • 9 Optional" and "Instructions from college: The Teacher evaluation/recommendation must be submitted directly from the school official. We cannot accept this form from the applicant." A red-bordered button with a plus icon and the text "Add Recommender" is visible, with a red "Required" label next to it.
- COUNSELOR DOCUMENTS:** States "We've researched what documents are required and automatically requested them from your counselor." It lists three items: "Transcript" (Added 06/14/2023 as preset), "Counselor Recommendation (General)" (Added 06/14/2023 as preset), and "NACAC Fee Waiver (General)" (Added based on student fee waiver eligibility questionnaire). A "Request Counselor Document" link is at the bottom.

A yellow banner at the bottom of the interface reads: "Add in the teachers you want to write your recommendations."