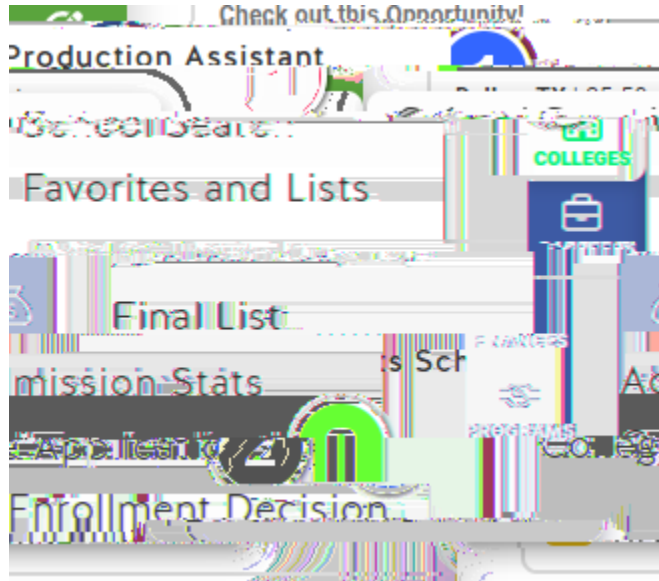
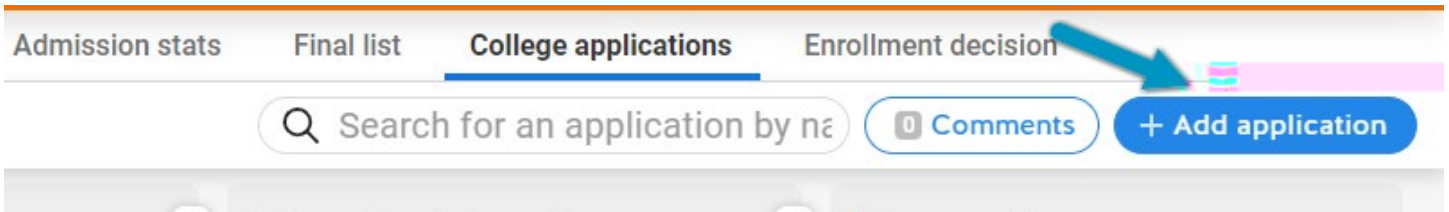


Requesting a Transcript through SchoolLinks: COLLEGE

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

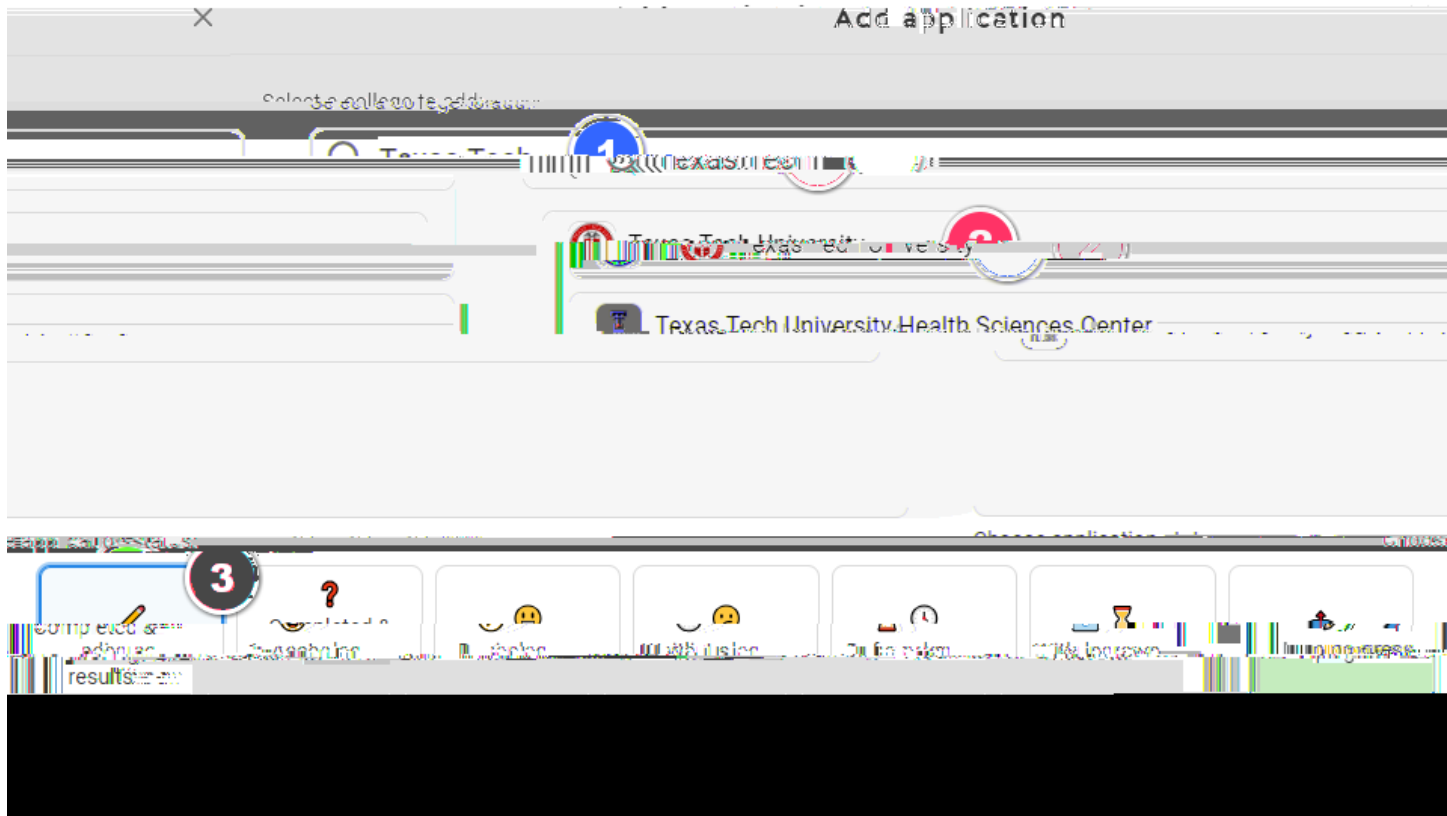


- x The first time you do this, you'll have to put in some information (address; fee waiver questions; FERPA)
- x At the top right side of the screen, choose 'Add application'



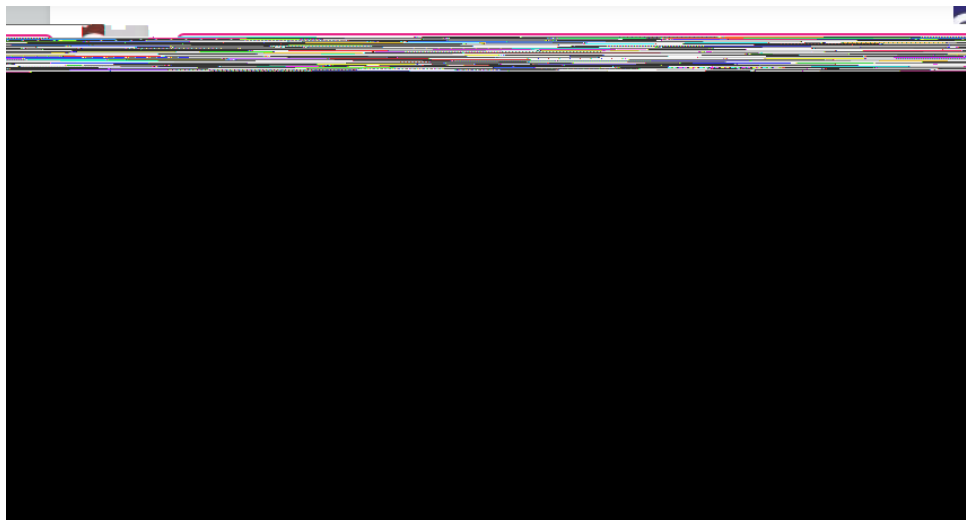
- x Search for your college and check it
- x **EVEN IF YOU'VE SUBMITTED YOUR APPLICATION ALREADY, be sure to check “progress” so your transcript is requested.**

x Click "Add application"



x Select the website you'll be using to apply (*if available, Apply Texas tends to be easiest)

x Select the type of application you are submitting (i.e. the deadline)



- x Check the box beside any other student requirements you'll be submitting and select "Save Application"

- x 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 \(emsich\)](#)

- x In the middle, you'll see if Teacher Recommendations are Required or Optional
If req /TT3