

Using Common App with Scoir

i Scoir and Common App are integrating! [Learn more about the impact of this integration.](#)

This guide provides information on how students will use the Common App with Scoir **if their high school uses Scoir to send application documents**. These are the aspects of the application process that students will have to complete in both the Common App as well as in Scoir.

Common App Recommendation Process

Step 1: After completing the required FERPA authorization release in Common App, if a college requires a counselor letter of recommendation or teacher letter of recommendation, you will invite your counselor and/or teacher(s) by inputting their first and last name ONLY. Do not put in their Email address. Select 'yes' for the question regarding your teacher/counselor completing an evaluation for your application. Since your school is sending documents through Scoir, Teachers and Counselors will complete their recommendation in Scoir.

Step 2: You will then need to [request letters of recommendation](#) in Scoir.

Note: You may need to complete the Scoir FERPA waiver and release prior to requesting letters of recommendation in Scoir but confirm with your high school counselor.

The 'Invite Teacher' form includes the following fields: 'Email Address' with a red 'LEAVE BLANK' instruction; 'Subject' with a dropdown menu; 'Prefix' with a dropdown menu; 'First Name' and 'Last Name' as text input fields; and a question 'Would you like this teacher to complete an evaluation for your application?' with radio buttons for 'Yes' (selected) and 'No'.

Early Decision (if applicable)

You will have to complete the Early Decision Agreement in both the Common App and Scoir.

Step 1: In the Common App, you will head to My Colleges. Select the college that you are applying Early Decision to → Questions → General. From there, you will indicate Early Decision as your Preferred Admission Plan. You will then be prompted to electronically sign the Early Decision Agreement.

Step 2: Proceed to Scoir to complete the Early Decision Agreement and [request signatures](#) from your parent/guardian and counselor.

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 Vanderbilt University. 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*

A rectangular text box for the student's signature.

Fee Waivers (if applicable)

You will have to request a Fee Waiver in Common App and Scoir.

Step 1: In the Common App, you will head to the Common App → Profile → Common App Fee Waiver.

Step 2: Proceed to Scoir to [request a fee waiver](#) from your counselor. You will need to provide your counselor's name and email.

The 'Common App Fee Waiver' form contains the text: '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?' followed by a link to 'Learn more'. Below this are radio buttons for 'Yes' and 'No'. At the bottom right is a blue 'Continue' button.