



Add colleges to the Colleges I'm Applying to List

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1. Go to **Colleges I'm Applying To List**
2. **Select the pink plus sign** to add a college to the application list
3. Search for the name of the school and **select Add Application & Request Transcript**
4. **Select App Type** (e.g., RD, ED, EA, etc.)
5. **Select How You'll Submit Your App** (e.g., Common App, Direct to Institution)
6. **Select the type of transcript** being requested
7. **Select any other schools that need transcripts**
8. **Select Request and Finish**
9. Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future

The screenshot shows a three-step process for adding a college and requesting a transcript. Step 1 is 'Add Application', Step 2 is 'Request Transcript', and Step 3 is 'Request and Finish'. The form is partially filled out with the following information:

- STEP 1: Add Application**
 - Which college are you applying to? University of Alabama at Birmingham (UAB)
 - Colleges already in your application list would be unavailable for selection
 - App type: Regular Decision
 - I'll submit my application: Direct to the institution
 - I've submitted my application
 - Buttons: Add Application, ADD AND REQUEST TRANSCRIPT
- STEP 2: Request Transcript**
 - What type of transcript are you requesting? Initial, Mid year, Final
 - What additional materials, if any, do you want included? Unofficial SAT Scores, Unofficial ACT Scores
 - Where are you sending the transcript(s)? University of Alabama at Birmingham (UAB)
 - Button: Request and Finish