

# Add Colleges to Colleges I'm Applying to List

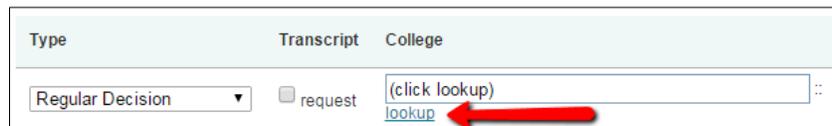
## Add Colleges to Your List of "Colleges I'm Applying To"

If you need to add colleges to your list of colleges you're applying to that are not currently in your list of prospective colleges this section will teach you how to do so:

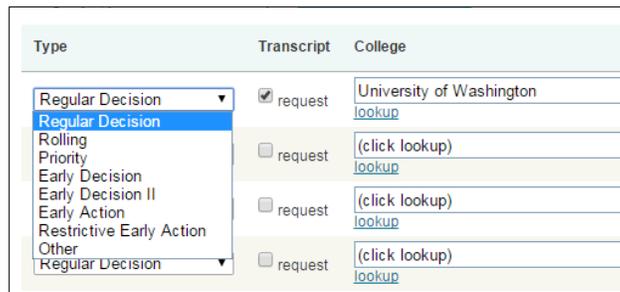
- **Add Colleges to your list:** When your Common App Account Matching is complete (or unnecessary) or if you have moved colleges from your "Colleges I'm Thinking About List," you can click "+ add to this list."



- **Find Colleges to your list:** Click the "lookup" link to either search for a school or choose it from the College Picker list. Be sure to click on the name of the college to add it.

A screenshot of a form with three columns: "Type", "Transcript", and "College". Under "Type", there is a dropdown menu with "Regular Decision" selected. Under "Transcript", there is a checkbox labeled "request" which is unchecked. Under "College", there is a text input field containing "(click lookup)" and a "lookup" link below it. A red arrow points from the right towards the "lookup" link.

- **Indicate Application Type:** From the dropdown menu under **Type**, select the type of decision you are applying for. Be sure to use the exact wording from the application. Choosing the application type is important as the corresponding deadline will be displayed for you, your counselor and for teachers you request to write letters of recommendation. *If you have any questions about the Type, see your counselor.*

A screenshot of the "Type" dropdown menu from the previous form. The menu is open, showing several options: "Regular Decision", "Rolling Priority", "Early Decision", "Early Decision II", "Early Action", "Restrictive Early Action", "Other", and "Regular Decision". The "Regular Decision" option at the top is highlighted in blue. The "request" checkbox in the "Transcript" column is checked for the first row.

- **Request a Transcript (if needed):** Then, put check in the "request" box under **Transcript**, if you need a transcript to be sent to the college. Double check with the college if they need a transcript sent, not all colleges require a transcript from your school to review your application.

A screenshot of the form fields, similar to the one above. A red arrow points from the top right towards the "request" checkbox in the "Transcript" column, which is now checked.

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- **Indicate Your Application Status.:** Check the box under **I have submitted my application** if you have submitted your application to the college either online or by mail. If you haven't submitted your part of your application that is fine, you can return and update your status later.

Type	Transcript	College	I have submitted my application
Regular Decision	<input checked="" type="checkbox"/> request	University of Washington <a href="#">lookup</a>	<input type="checkbox"/>

- **Add More Colleges:** Repeat the steps starting with looking up a college for any additional colleges you plan to apply to and choose the application type, if you need a transcript and if you have submitted you application in the additional lines provided.

Type	Transcript	College	I have submitted my application
Regular Decision	<input checked="" type="checkbox"/> request	University of Washington <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>

- **Submit Your List of Colleges:** Click **"Add Colleges"** at the bottom of the list of colleges.



- **Indicate How Submitting Application(s):** Depending on the college(s) you will be applying to their may be multiple ways for you to submit your application. If there are choose the option you will be using, and click **"Update Applications."**

University of Denver

I'll submit my application:

via Common App  
 directly to the institution  
 I'm not sure yet

Update Applications