# Step 2a: Add colleges to Colleges I'm Applying To list

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, if any.
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

PowerSchool

# Go to Colleges I'm Applying To List



**Select "Colleges I'm Applying To"** from My Favorites on your homepage

**Show Me How:** Self-Guided Tours for help with College Tools. Look on the bottom right of each screen

# Add a college to your list

Colleges I'm applying to

🔍 Search for colleges

✓ **Your Common App account has been matched.**
Your FERPA status is not waived. You're ready to apply to colleges using Common App.

📄 Manage Transcripts     📋 Application Milestones     📊 Compare M     ➕

**1. Select the Pink Plus Sign**

✕ Cancel                    Add New College Application

STEP 1 ——— STEP 2
Add Application    Request Transcript
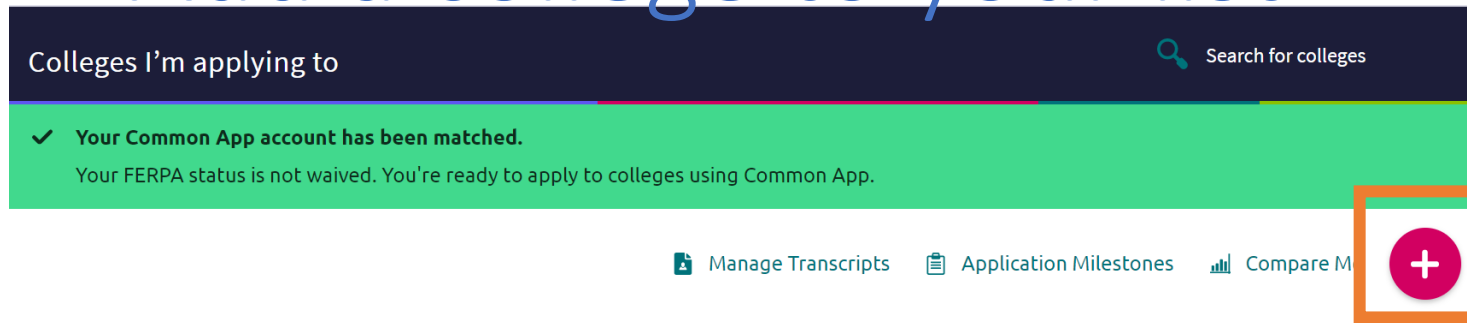
**2. Type in the name of the school you want to apply to**

**Which college are you applying to?**

Colleges already in your application list would be unavailable for selection.

**3. Indicate your application type**

**App type**
Regular Decision

**4. Say how you're applying**

**I'll submit my application**

**5. Check the box if you've submitted your application**

☐ I've submitted my application

Add Application     ADD AND REQUEST TRANSCRIPT

**6. Select Add Application for application documents only or Add And Request Transcript for application documents and transcript request.**