



Coalition Application

Tips for Students

The Coalition for Access, Affordability and Success is a group of 116 colleges and universities who share a single college application. While most of these schools also offer their own application, it will save to time to complete the Coalition Application if you have more than one Coalition college or university on your list. Here is a link to an updated list of Coalition schools:
<http://www.coalitionforcollegeaccess.org/alert.html>

Create an Account

- Go to <http://www.coalitionforcollegeaccess.org/> and select “Create an account”
- Use your full legal name so that it matches your transcript and test score reports
- List an email that you use frequently and a password you will not forget. Write these down.

Once logged in, use the navigation bar in the upper right hand corner to complete the application.

Start Your Profile

The Profile Section was designed to make it easy for you to enter and organize basic information about yourself, your family, your interests, extracurricular activities, and your academic record. The information you provide becomes part of each Coalition application you submit – without additional work in your part. There are seventeen different sections but not all schools require all sections. The first six sections are most commonly required, so complete these first and then move on to the Colleges tab for information about what additional sections your schools may require. Here are a few tips:

- Personal Information: On the Social Security question, only answer yes if you are a US Citizen. If you answer yes, you must provide your Social Security number. DACA Social Security numbers for work purposes should **NOT** be listed here. This will be entered in the citizenship information.
- High School information:
 - o Date started is 8/14/14, graduation is 5/27/18
 - o Our GPA is weighted and our GPA scale is a 4.0 scale, starting in 8/2017
 - o Ranking: We do not rank
 - o Wait until senior guidance in August to get your recalculated 4.0 GPA, the class size for your grade and your counselor contact information before completing this section.
- Reporting coursework: These two sections are optional for many colleges that request transcripts. Select “Profile Help” at the top of the coursework pages to check each school’s requirements. If needed, list all courses and grades exactly as they appear on your transcript.
- College Information and College Coursework is only completed if you have taken a dual credit course in high school or taken local community college courses for credit outside of school.
- ACT/SAT and Subject Tests: If you have taken tests more than once, enter the highest score you earned for each test component even if you achieved those scores on different test dates. You’ll enter the test date for each component score reported. Again, not all colleges require these sections.
- Honors & Distinctions: You are limited to 5 honors. List things like honor roll, honor societies, National Merit designation, AP Scholar designation, or school awards.
- Extracurricular Activities: Limited to 8 activities. Directions say list those activities that took the most time. Think hard before you begin about the order of these activities. Once entered, you can not change the order.

Every page in the Profile has a help page in the upper right hand corner with detailed instructions.

Build Your College List:

After you have completed at least the first six sections of the profile, select the “*Colleges*” tab in the navigation bar. In this section you will list each of your Coalition Application colleges and check school specific application requirements. Follow these steps:

- Type part or all of your college name in the search bar. Click on the school’s name to visit a landing page listing application requirements, such as deadlines and required official documents.
- At the top of the landing page, add the school to your list.

Request transcripts and recommendations:

You will use the Locker to upload official documents, such as transcripts and letters of recommendation. Only request these materials if they are a required part of your application, as indicated on the College’s landing page or on the school specific application. You can request the documents on the Locker’s Official Document page. Note that to submit your application, you do not need to wait for official documents to be submitted by counselors and teachers, you only need to requested them.

Complete the application:

- On your list of colleges, select an active application with a blue “Start Application” button. Indicate that you are an entering freshmen to access the school specific parts of the application.
- The Colleges page will indicate what parts of the Profile still need to be completed. Once the profile is completed, you will be able to upload official documents and answer school questions. Note that in the Coalition, a student must move through the application in linear order, completing one part of the application before you are allowed to move on to the next section.
- On the College list, you will monitor the progress of each school’s application. After you have completed all required Profile questions, requested any needed official documents, completed school specific questions and paid any required application fee, you can submit your application.

Get Help:

- For Profile questions, every page will have a help tab in the upper right hand corner. This has an article describing how to answer the questions on that page.
- For questions about other sections of the Coalition Application, use the help tab on the Navigation Bar in the upper right hand corner. Select Technical Support

Here’s your application checklist:

- Finalize your college list - Once you know where you want to submit Coalition Applications, add those schools to your Colleges tab.
- Check the application requirements and deadlines for each of the Coalition schools on your list. Simply click on the college name to access the landings pages listing school requirements.
- Request official documents and recommendations as soon as you know they are required. You can request transcripts or letters of recommendation before you start an application by going to the Locker, and adding a recommender. In the Locker, you can follow the status of the request (in progress or complete). On the Colleges tab you can submit official documents with your application.
- Start your college’s application by clicking the button next to your school’s name on the Colleges list. Choose from your application type and you are on your way.
- Complete school specific questions and essays found on the Colleges tab. Check that the required sections of your Profile are completed accurately.
- Submit completed applications.