



Inviting Recommenders in the Common Application

Ask your teacher or counselor in person **BEFORE** adding them to your application

The screenshot shows the 'My Colleges' tab in the Common App. The left sidebar lists several colleges, with 'Bradley University' selected. The main content area shows the 'FERPA Release Authorization' section, which is completed. Below this is the 'Invite Recommenders' section, which includes a 'Counselor' section with an 'Invite Counselor' button and a 'Teacher' section with a 'Required: 0' count. Red arrows point from text boxes to these specific elements.

On the "My Colleges" tab, click on one of your colleges

For All Colleges

✓ FERPA Release Authorization

Select "Recommenders and FERPA" on the left & complete the FERPA.

Invite and Manage Recommenders

Scroll down to the recommenders section to invite counselors and teachers.

Recommenders for Bradley University

Note: All dates are Eastern Time

● Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

Invite Counselor

Invite your counselor for one college and any needed transcripts and recommendations will be sent to ALL your Common App schools.

✓ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

Required: 0 Optional: 3 Total: 3

Teachers are invited one time but then must be assigned to each college's recommendation section.