BridgeU

Document Sending Manual for the Common App 2023/24

Bridging the gap between **school and the future**

www.bridge-u.com

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BridgeU sends Documents in two ways:

- Document submission to 2,300+ institutions
- Does not require CEEB code

- Document submission to 800+ Common App institutions
- Requires CEEB code to use
- Student account pairing and syncing

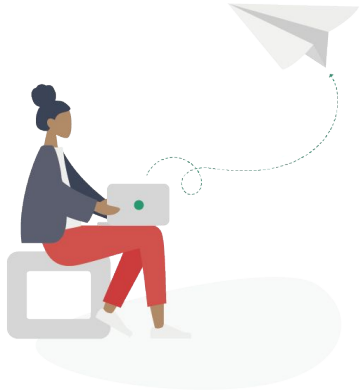
Tip: Click here to see Parchment and Common App enabled Universities

Document Sending for Common App

Before adding documents, the next section walks you through the pre-submission Checklist for Advisors and Students

Before sending documents, we have a PreSubmission Checklist for Common App for Advisors:

- Ensure that Common App and Parchment are enabled for your school.
- Information on Common App's One and Done Policy
- Fill out the School Details and Upload School Profile in BridgeU
- Ensure documents are in PDF format and no larger than 2MB
- Recommendation letters must be sent through BridgeU and not Common App
- Use your own email address rather than a shared one
- Double check your students have setup properly using the Student Checklist
- Ensure the student has an advisor assigned on BridgeU.



Ensure that Document Sending is enabled for your school

- If you are not sure whether they are enabled, you can ask your designated Customer Success Manager and they will check for you.

Information on Common App's One and Done Policy

Common App does not allow different versions of certain documents to be sent to different universities, so certain documents can only be submitted once.

The documents from the One and Done Policy are as follows:

- School Report (including the School Profile and Transcripts that are attached)
- Advisor (i.e, counselor) Recommendation
- Midyear Report
- School Final Report

Teacher recommendations can be sent to an individual university. Please note that these documents are only released to Universities from Common App after the student has submitted their application and paid any fees.

What is the School Details and School Report?

- The **School Details** provides summary information about the school's student body, curricular offerings, and grading system.
- The **School Report** is a form submitted by the high school counselor to provide basic information about student academic performance.
- You can complete these in BridgeU settings under the *School Details* page. For more instructions on how to do so, please go to this page.

Ensure documents are in PDF format and no larger than 2MB

- Documents can only be sent to Common App as a PDF, and no larger than 2MB. You can compress PDF documents if they are too large. We like to use this website for merging or compressing documents: https://www.ilovepdf.com/

Recommendation letters must be sent through BridgeU and not Common App

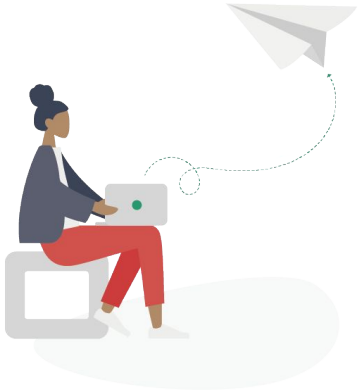
- The Common App does not allow the same email address to be used by staff members across both platforms. If you have sent any documents through the Common App this document sending season, please either update your email address on BridgeU, or email us/the Common App Support to change your email address on their portal.

Use your own email address rather than a shared one

- Similarly, teachers and counselors should use their own email address rather than a shared department email address. This is useful for avoiding different names coming up when tracking recommendation letters.

Before sending documents, we have a PreSubmission Checklist for Common App for Students:

- Make sure they link their BridgeU and Common App account using the CEEB Code. Instructions of how to do it can be found here.
- Make sure they answer the FERPA Release Authorization.
- Requesting Teacher Recommendations must be done through BridgeU



Make sure they link their BridgeU and Common App account using the CEEB Code.

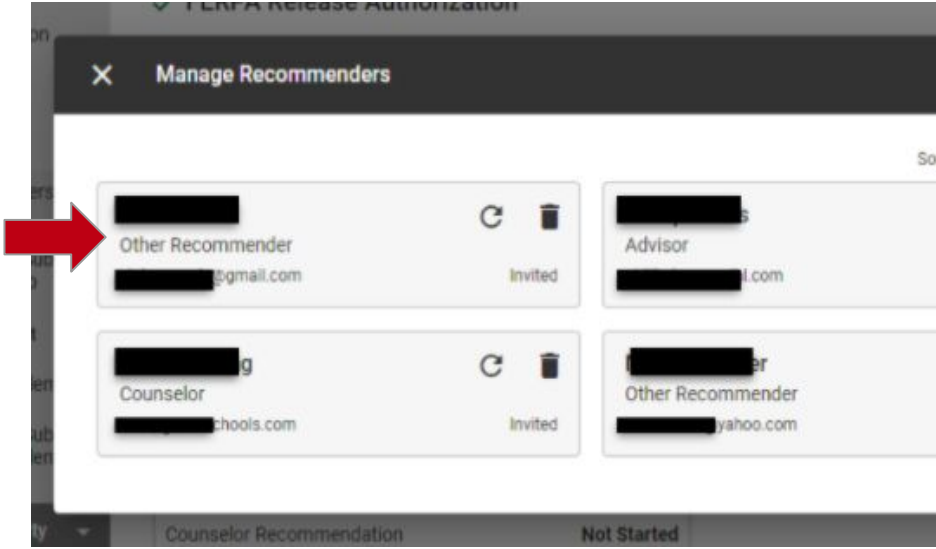
- Ensure they link the correct Common App account to BridgeU, and that their information is consistent across both platforms (in particular the Common App ID). When linking both accounts, students will indicate the school they are currently studying in when filling the “education” section of the Common App profile. We recommend that students select the school from the list by searching the CEEB Code. See student setup guide here.
-

Make sure they answer the FERPA Release Authorization

- Students can check on Common App to see that they have completed the FERPA. They should then sync their Universities on their Applications list on BridgeU once it has been completed.

Requesting Teacher Recommendations must be done through BridgeU

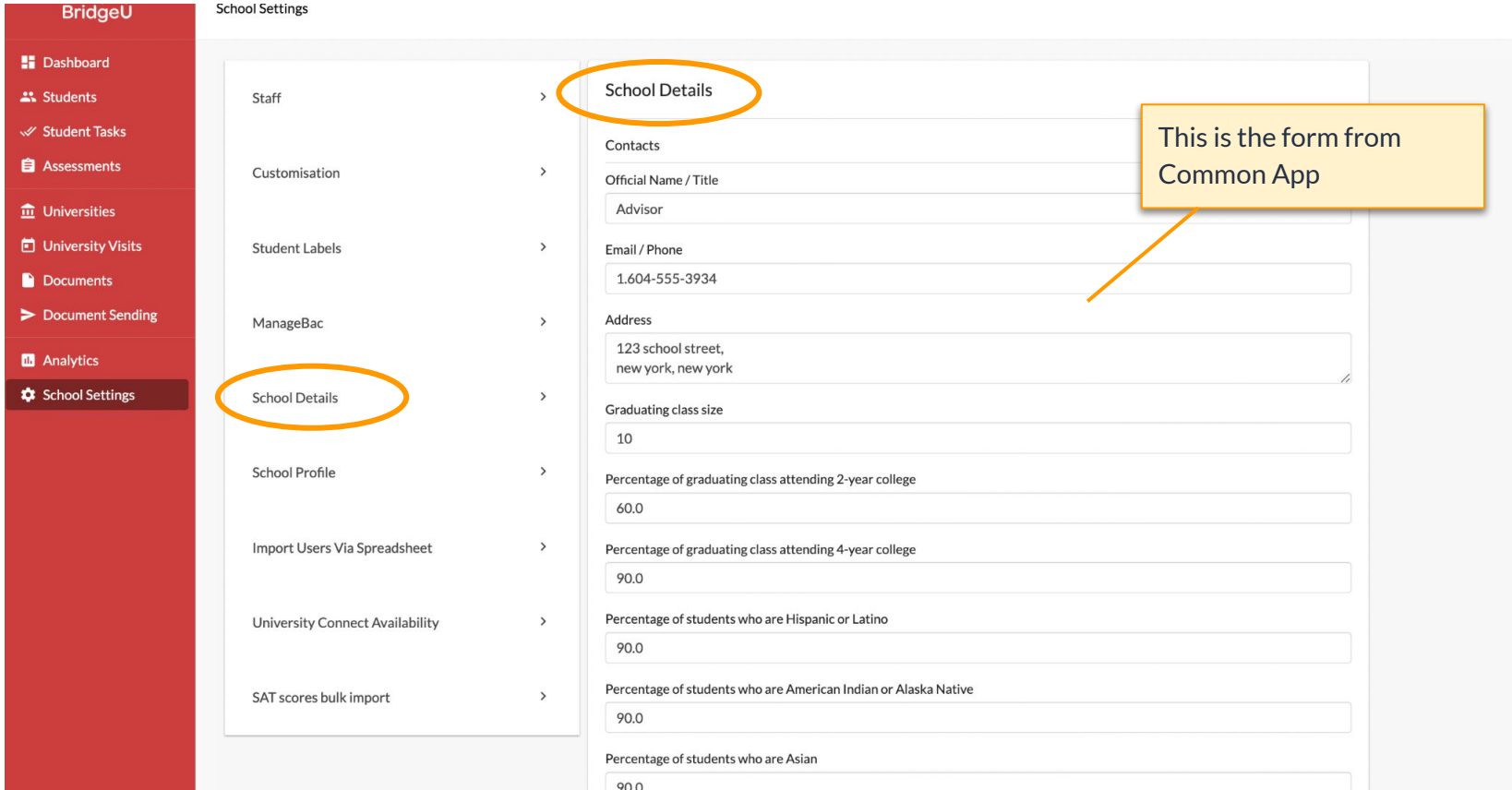
- Please make sure they **do not** invite Teacher or Counselor Recommenders through the Common App. They may have done so before linking their accounts, which will prevent Counselors and Teachers from uploading recommendations through BridgeU.
- To resolve this, they can manually remove recommendation requests put through their Common App accounts. To do so, they can go to the trash can icon on their Recommender & FERPA page on the Common App.



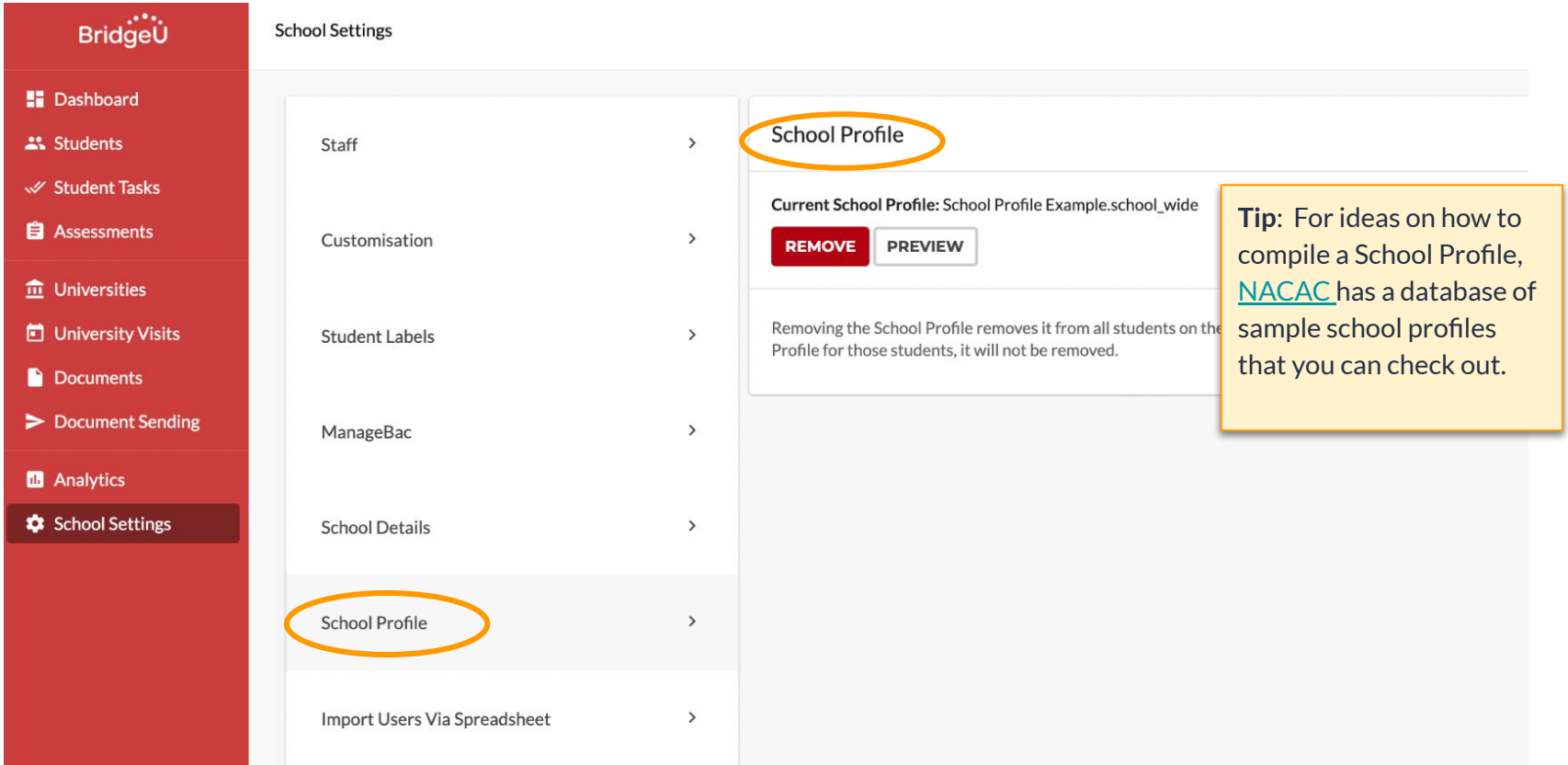
How to add the School Details and School Profile

These are added in the School Settings and only needs to be done once. The School Report (with School Profile attached) is sent in bulk to the Common App according to the One and Done Policy.

- Click School Settings
- Click School Details to complete the form

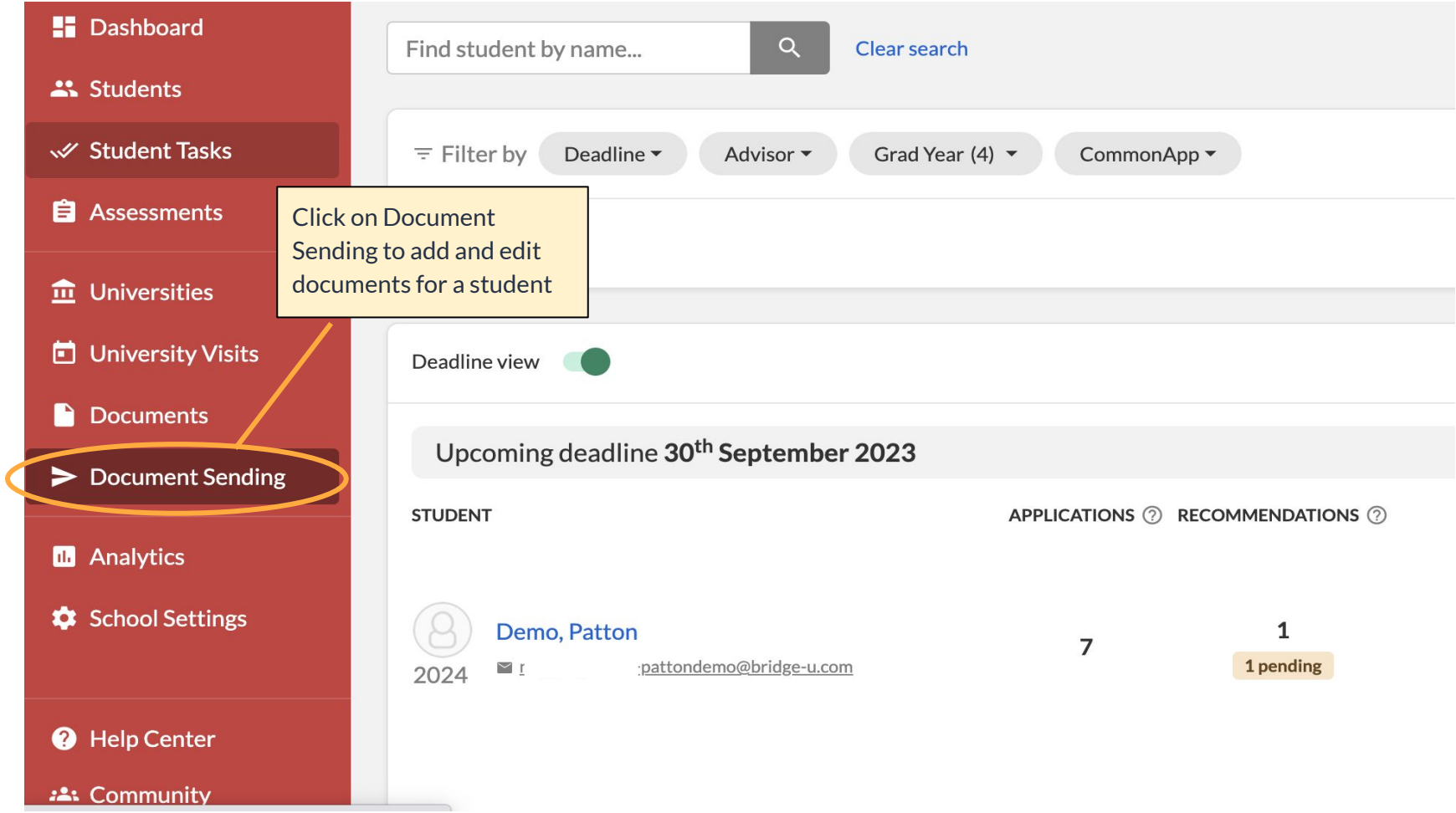


- Click School Settings
- Click School Profile to add it in PDF format, no larger than 2MB.

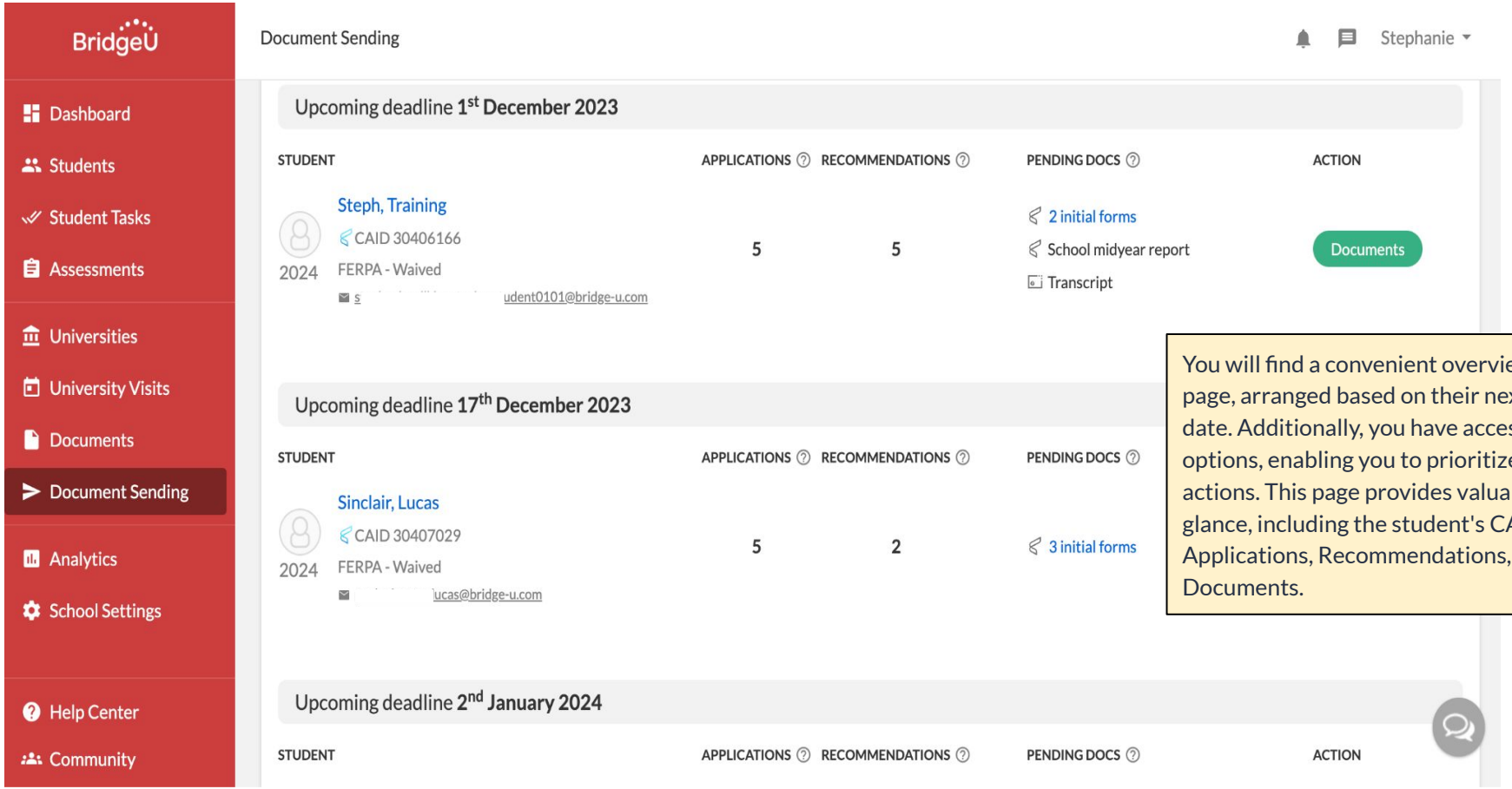


Document Sending- How to find

In this section we'll cover where to go to add documents for a student, and give you a quick tour of the Doc Sending interface

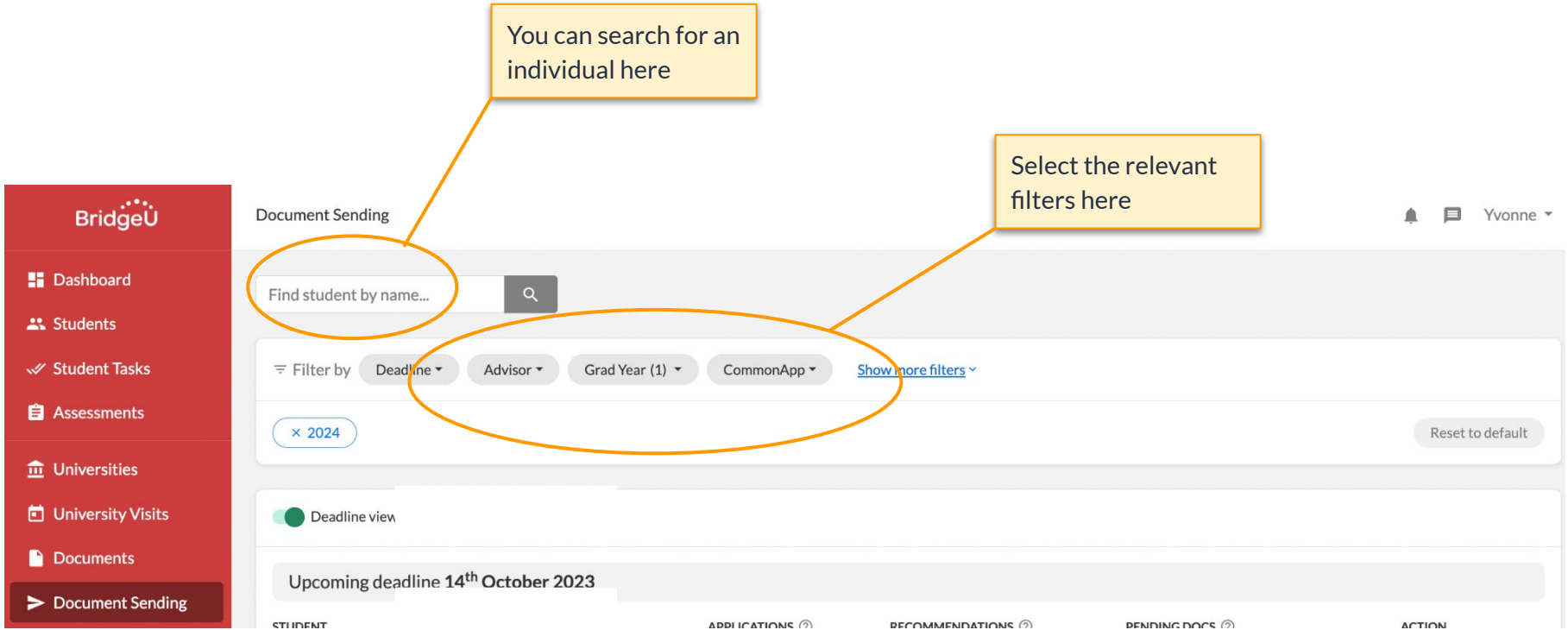

Dashboard
Students
Student Tasks
Assessments
Universities
University Visits
Documents
Document Sending
Analytics
School Settings
Help Center
Community
Click on Document Sending to add and edit documents for a student
Find student by name...
Clear search
Filter by
Deadline
Advisor
Grad Year (4)
CommonApp
Deadline view
Upcoming deadline 30th September 2023
STUDENT
APPLICATIONS
RECOMMENDATIONS
Demo, Patton
2024
pattondemo@bridge-u.com
7
1
1 pending

This takes you to the Summary Page

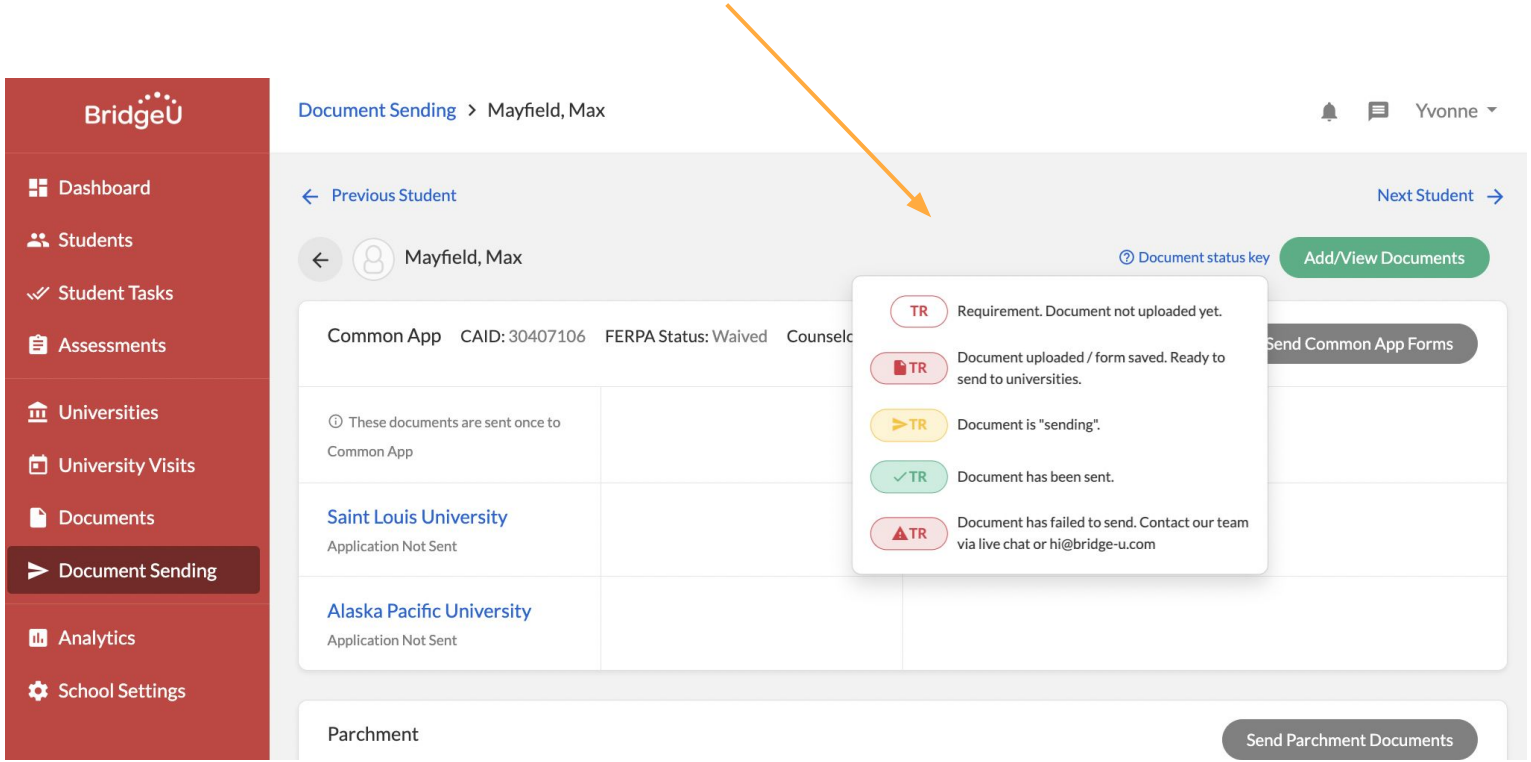


You will find a convenient overview of 20 stu
page, arranged based on their next upcoming
date. Additionally, you have access to search
options, enabling you to prioritize the most r
actions. This page provides valuable informa
glance, including the student's CAID, FERPA
Applications, Recommendations, and Pendir
Documents.

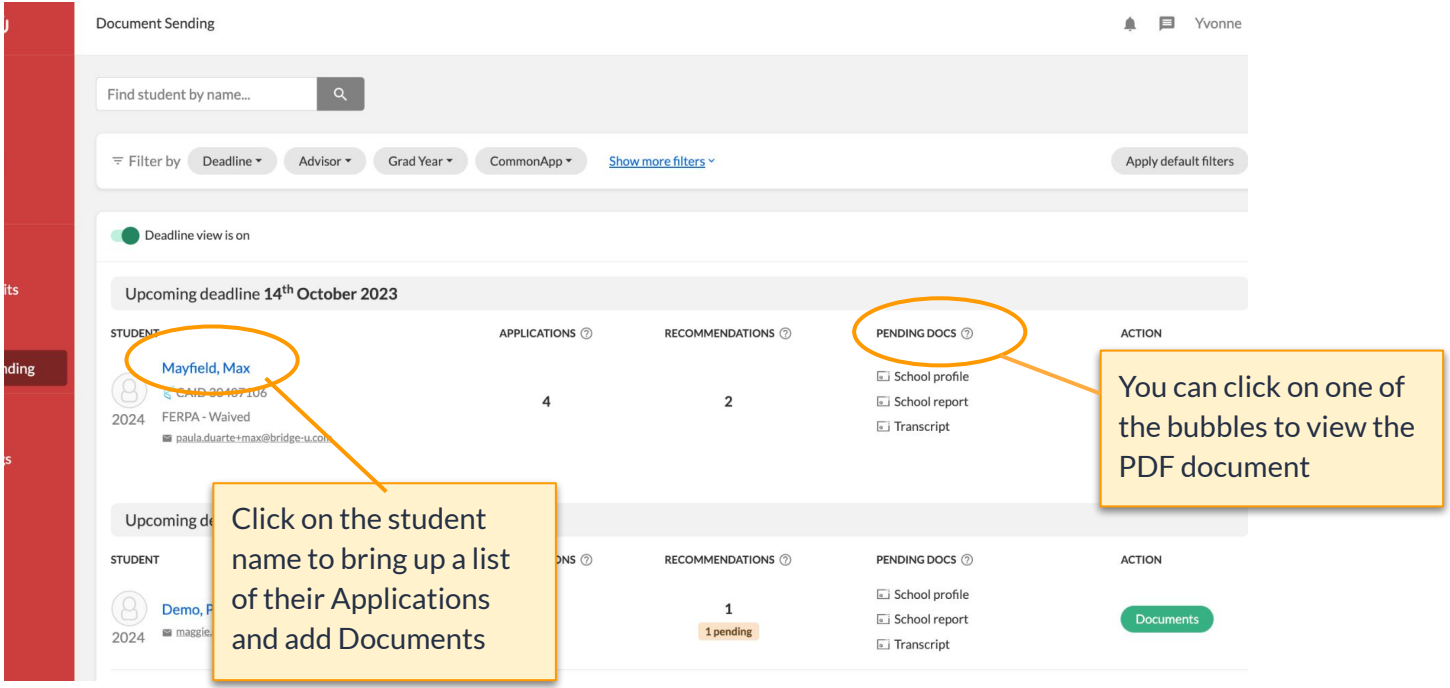
- The Document Sending summary page is your overview of what has been uploaded and also what is still needed.



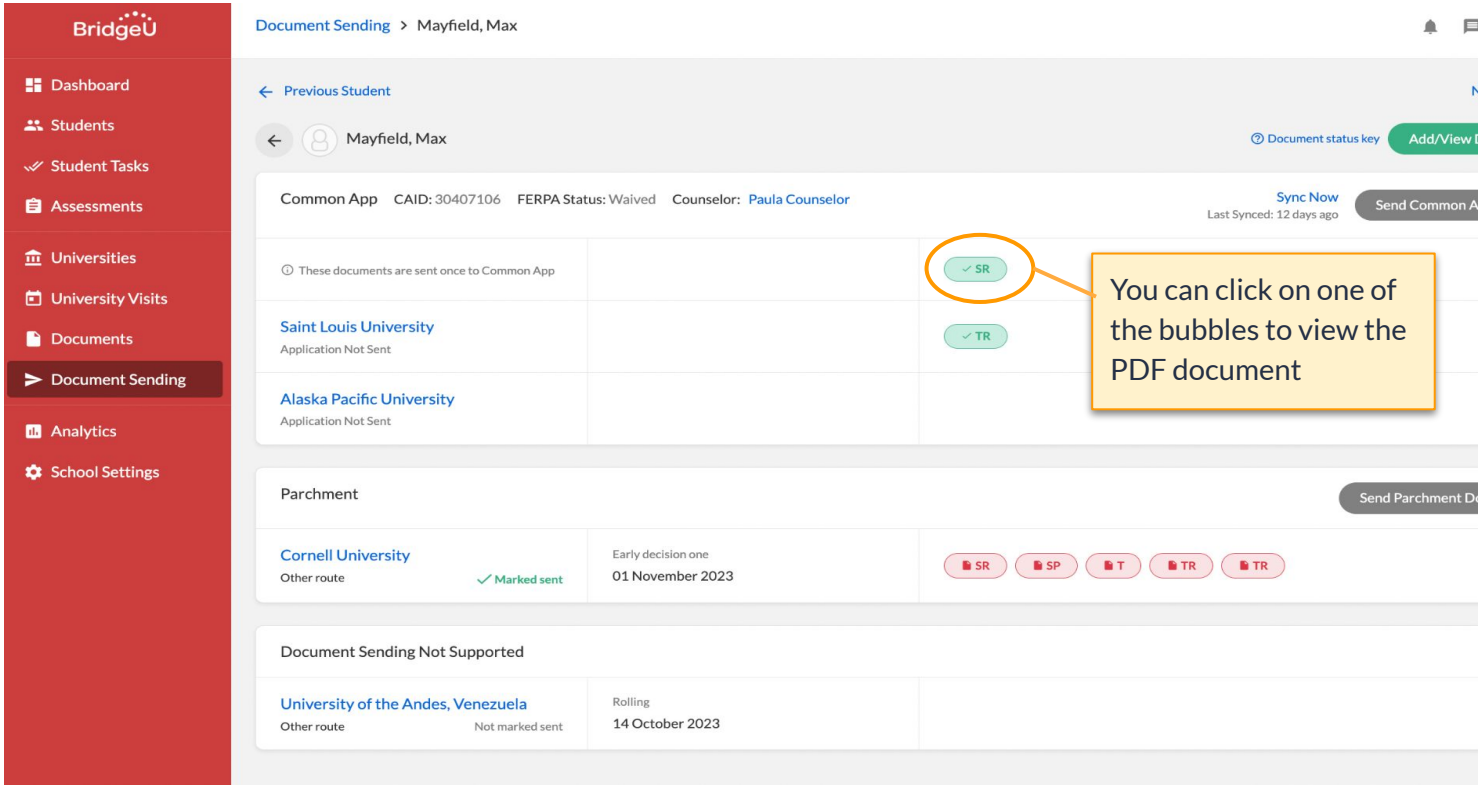
- # What do the coloured bubbles mean?



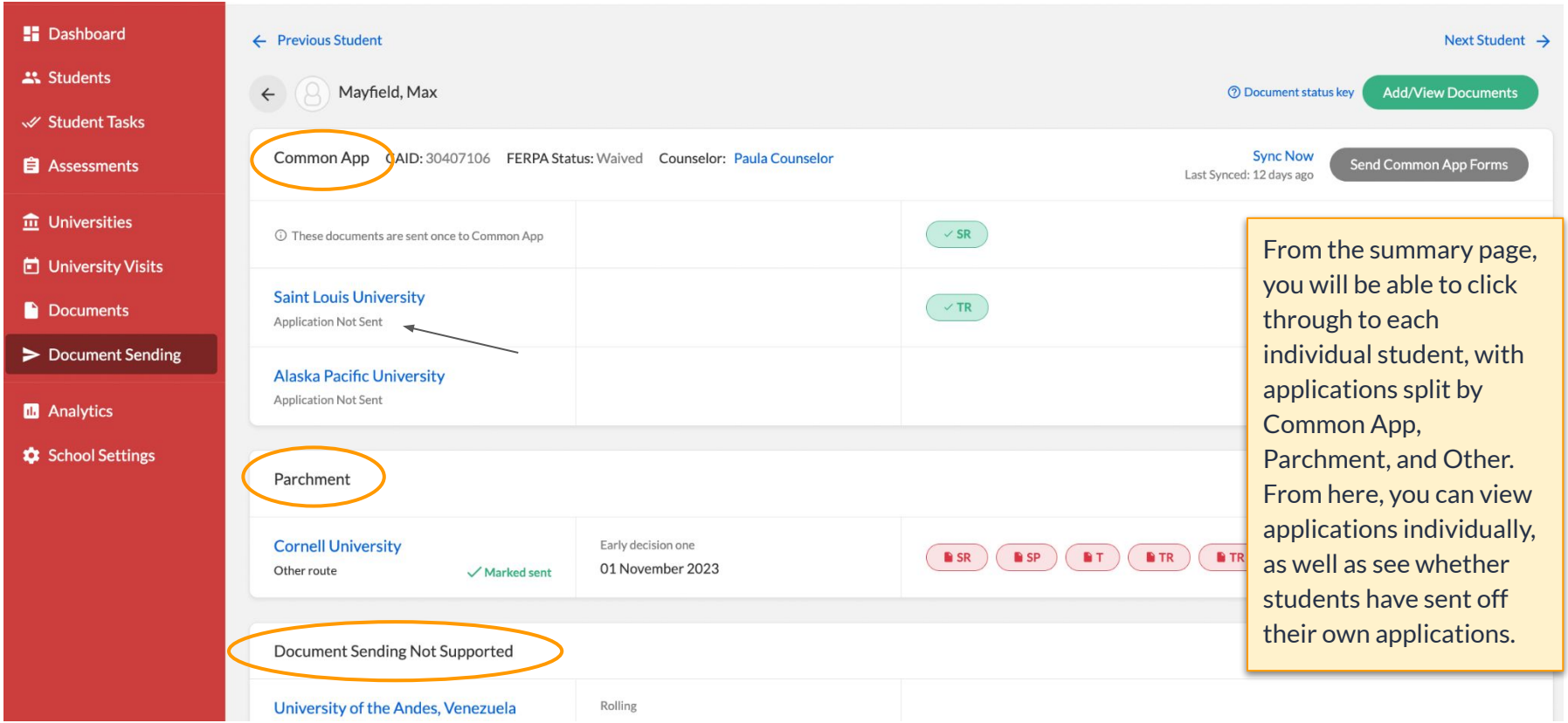
- The document sending landing page provides an overview of information for each student and their current applications and documents.
- You can see the # of applications, # of Teacher Recommendations, and Pending Common App documents that are to be sent.



- The School Report and School Profile that you have uploaded in School Settings will now appear on the student Document Sending tab.
- They will both appear for ALL students on the Document Sending Tab

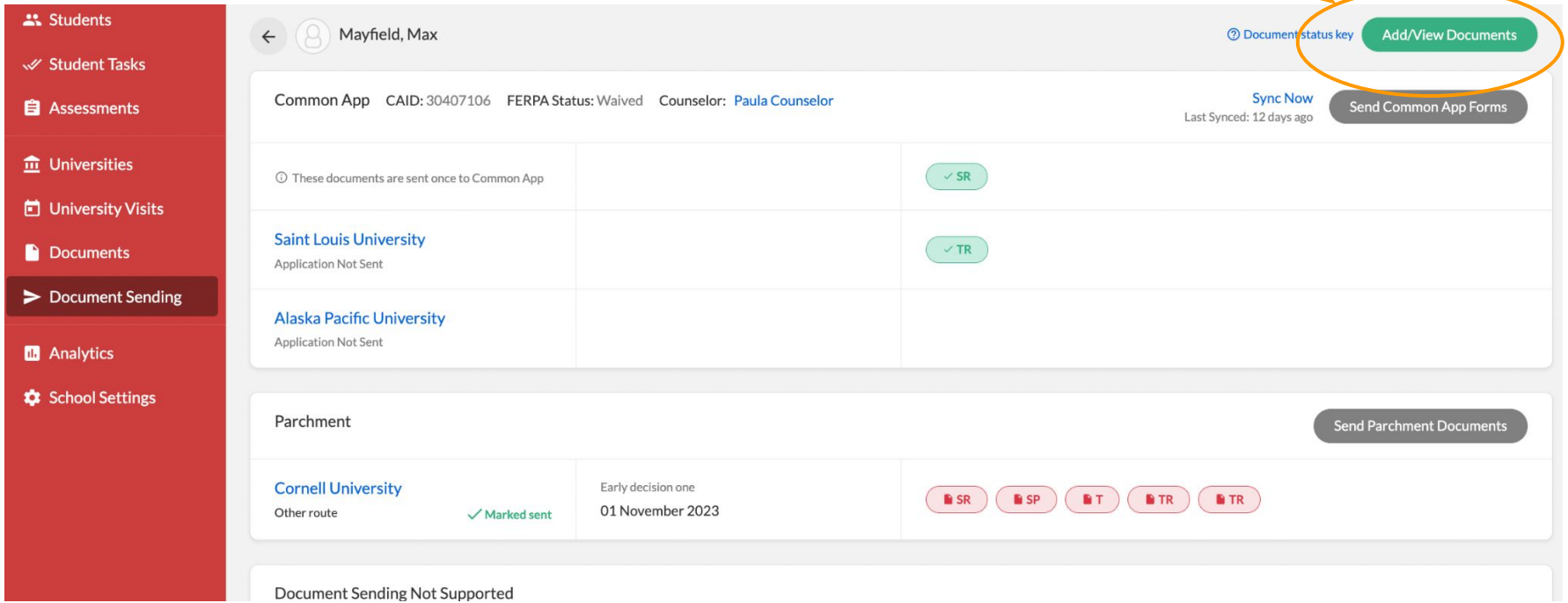


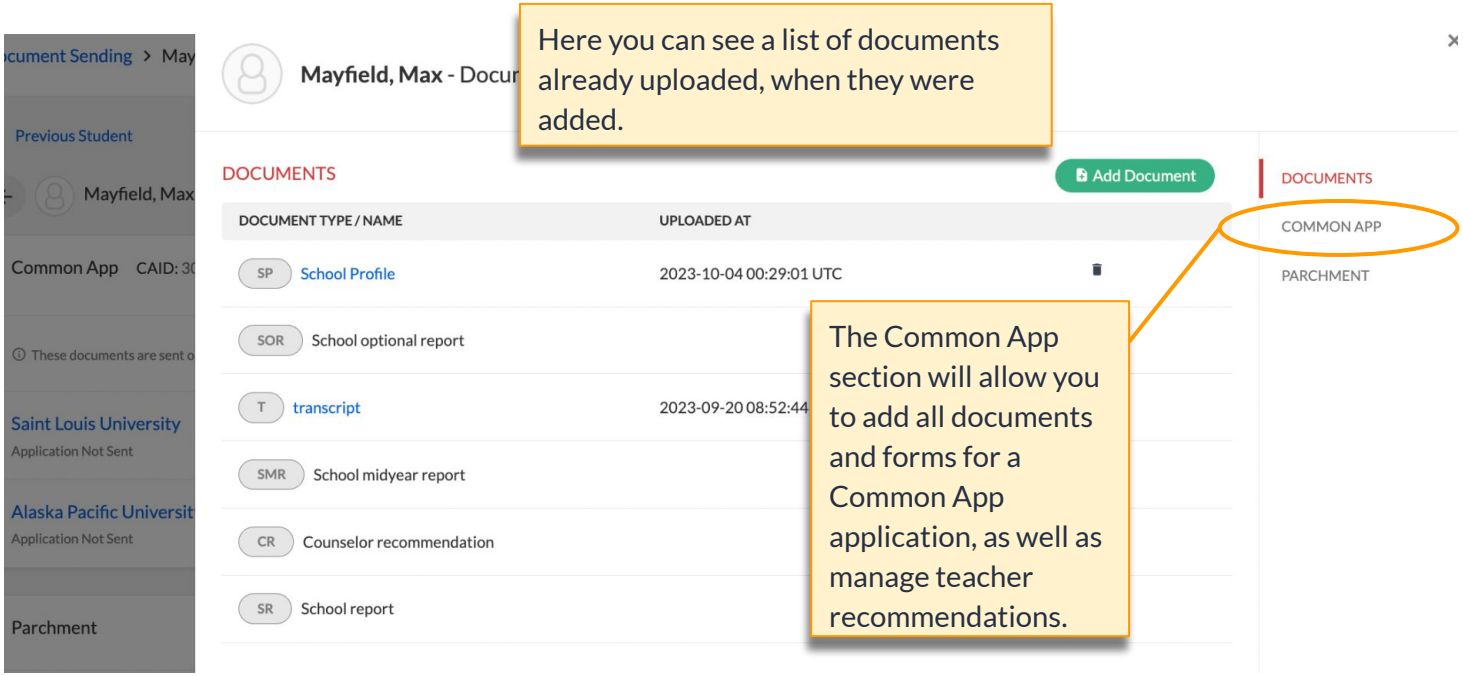
Student Page

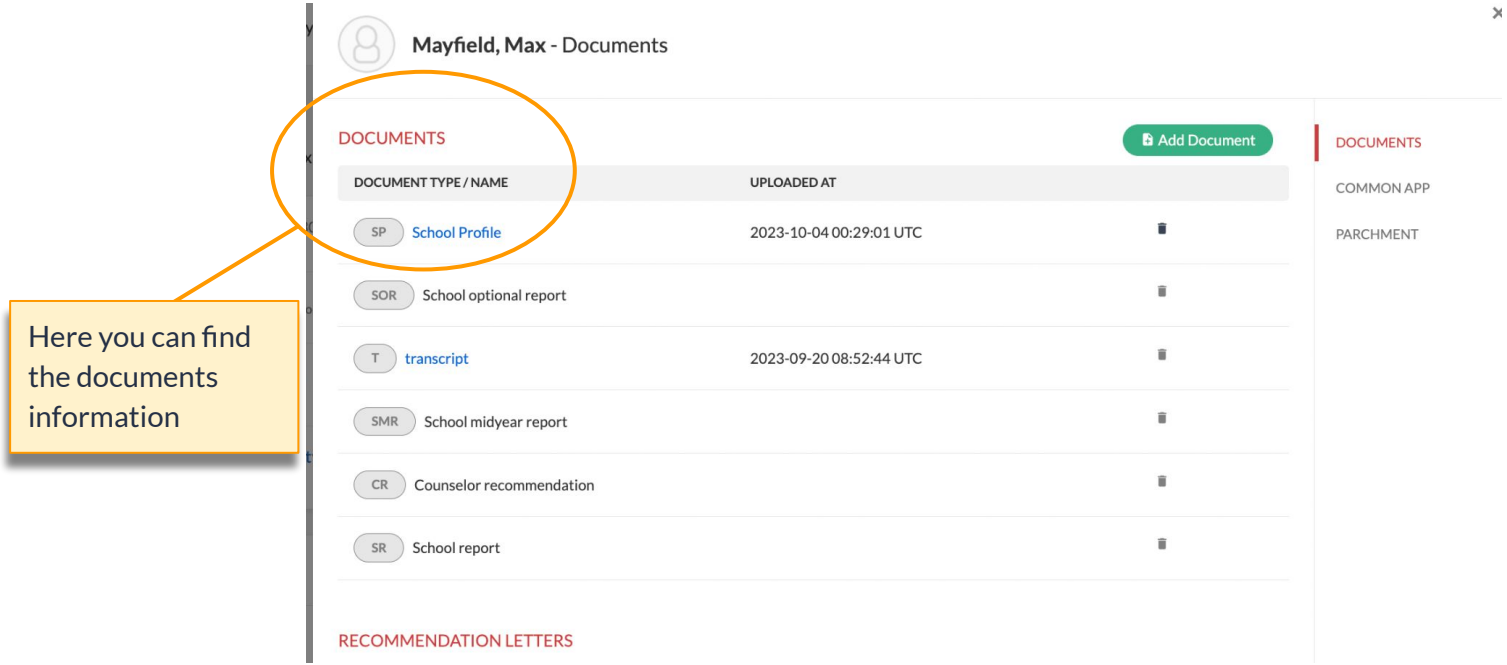


From the summary page, you will be able to click through to each individual student, with applications split by Common App, Parchment, and Other. From here, you can view applications individually, as well as see whether students have sent off their own applications.

Click to add Documents




Here you can see a list of documents already uploaded, when they were added.
Mayfield, Max - Docu
DOCUMENTS
Add Document
DOCUMENT TYPE / NAME
UPLOADED AT
SP School Profile
2023-10-04 00:29:01 UTC
SOR School optional report
T transcript
2023-09-20 08:52:44
SMR School midyear report
CR Counselor recommendation
SR School report
DOCUMENTS
COMMON APP
PARCHMENT
The Common App section will allow you to add all documents and forms for a Common App application, as well as manage teacher recommendations.
Previous Student
Mayfield, Max
Common App
Saint Louis University
Application Not Sent
Alaska Pacific Universit
Application Not Sent
Parchment

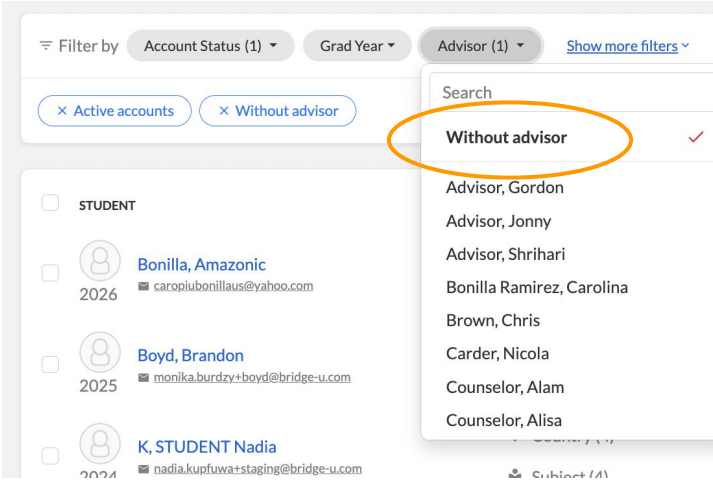

Mayfield, Max - Documents
DOCUMENTS
Add Document
DOCUMENT TYPE / NAME
UPLOADED AT
SP School Profile
2023-10-04 00:29:01 UTC
SOR School optional report
T transcript
2023-09-20 08:52:44 UTC
SMR School midyear report
CR Counselor recommendation
SR School report
RECOMMENDATION LETTERS
DOCUMENTS
COMMON APP
PARCHMENT
Here you can find the documents information

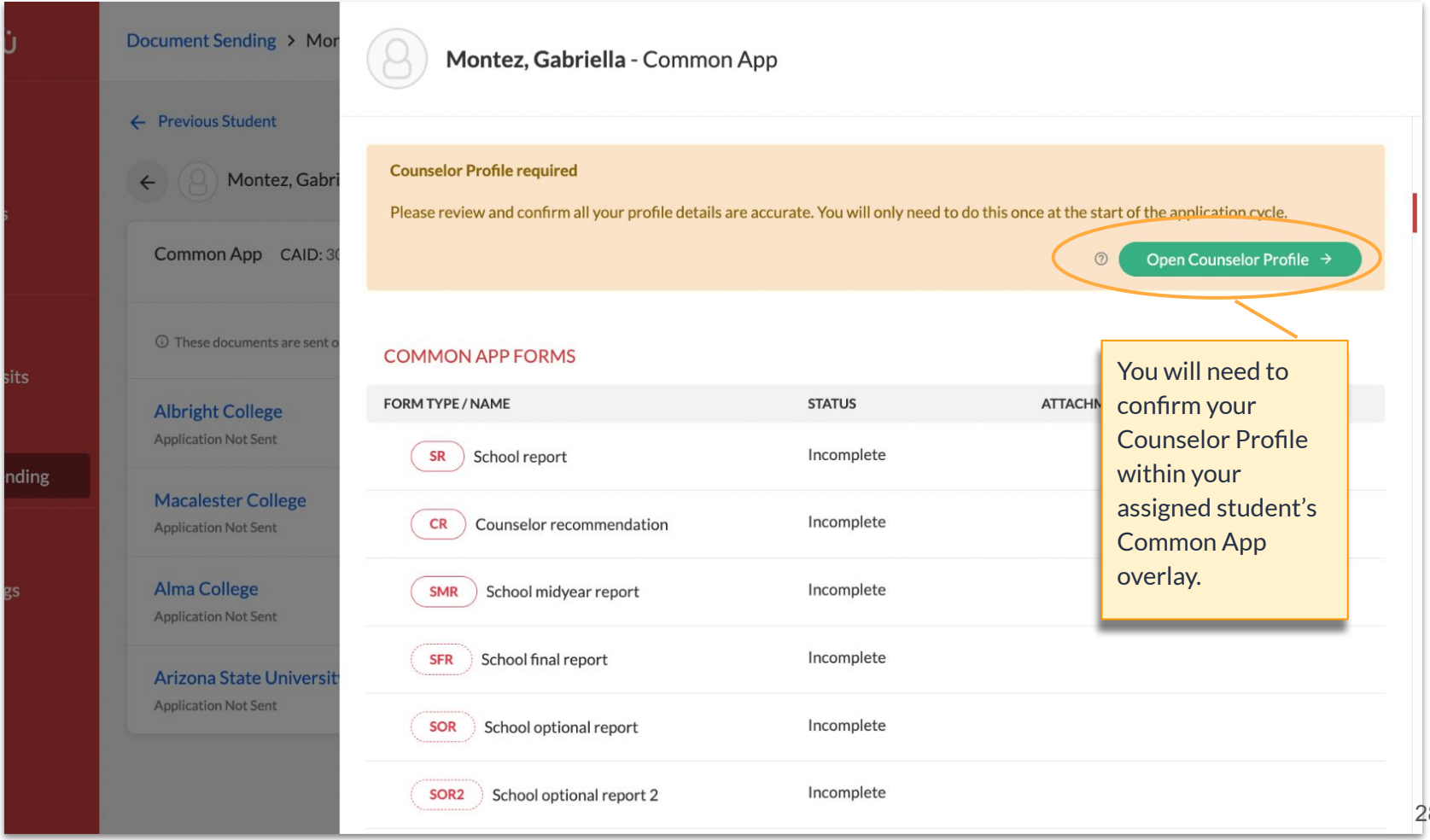
Updating Counselor information for Common App

Ensure that students are assigned to an Advisor **before** working on their Documents for Common App

Before uploading Common App Documents ensure that the student is assigned to an Advisor

- Ensure that students all have an assigned advisor on BridgeU. You can check by using the filter ***Without advisor*** Click here for instructions on how to update or edit a student's advisor
- Once the student has paired their Common App Account with BridgeU, their assigned Advisor/Counselor will be populated on the Document Sending tab, along with other personal details (name, phone, etc).
- You NEED to confirm the assigned Advisor by filling out the Counsellor Profile (next page), but this is advised to do before you add any documents for the student.

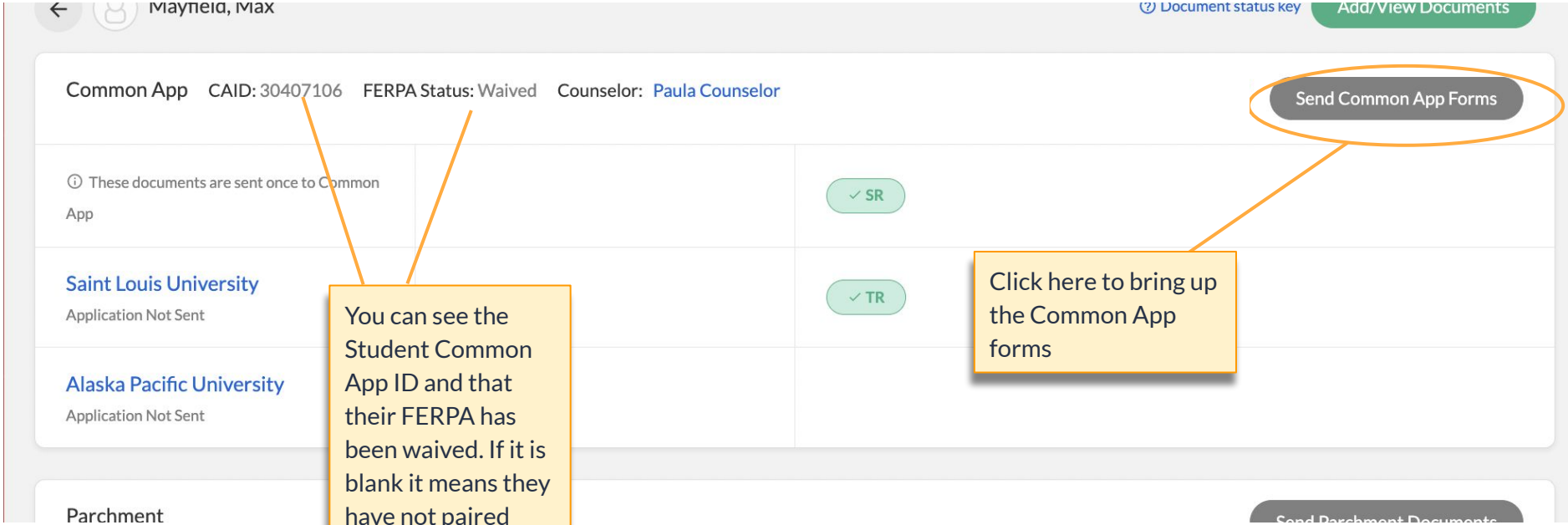


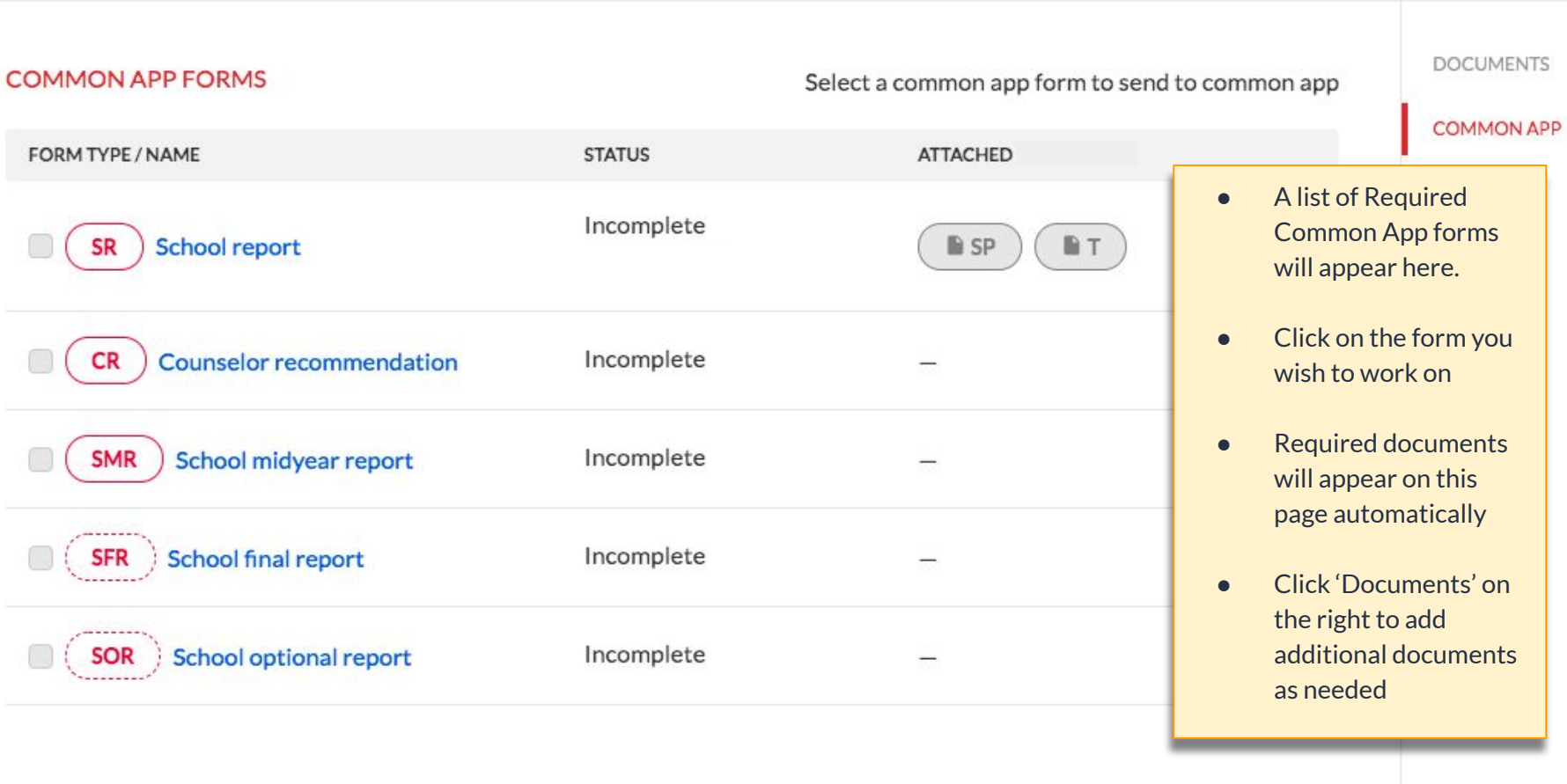

Document Sending > Mor
Previous Student
Montez, Gabri
Common App CAID: 3
These documents are sent o
Albright College
Application Not Sent
Macalester College
Application Not Sent
Alma College
Application Not Sent
Arizona State Universit
Application Not Sent
Montez, Gabriella - Common App
Counselor Profile required
Please review and confirm all your profile details are accurate. You will only need to do this once at the start of the application cycle.
Open Counselor Profile
COMMON APP FORMS
FORM TYPE / NAME
STATUS
ATTACHN
SR School report
Incomplete
CR Counselor recommendation
Incomplete
SMR School midyear report
Incomplete
SFR School final report
Incomplete
SOR School optional report
Incomplete
SOR2 School optional report 2
Incomplete
You will need to confirm your Counselor Profile within your assigned student's Common App overlay.

Preparing Common App Documents

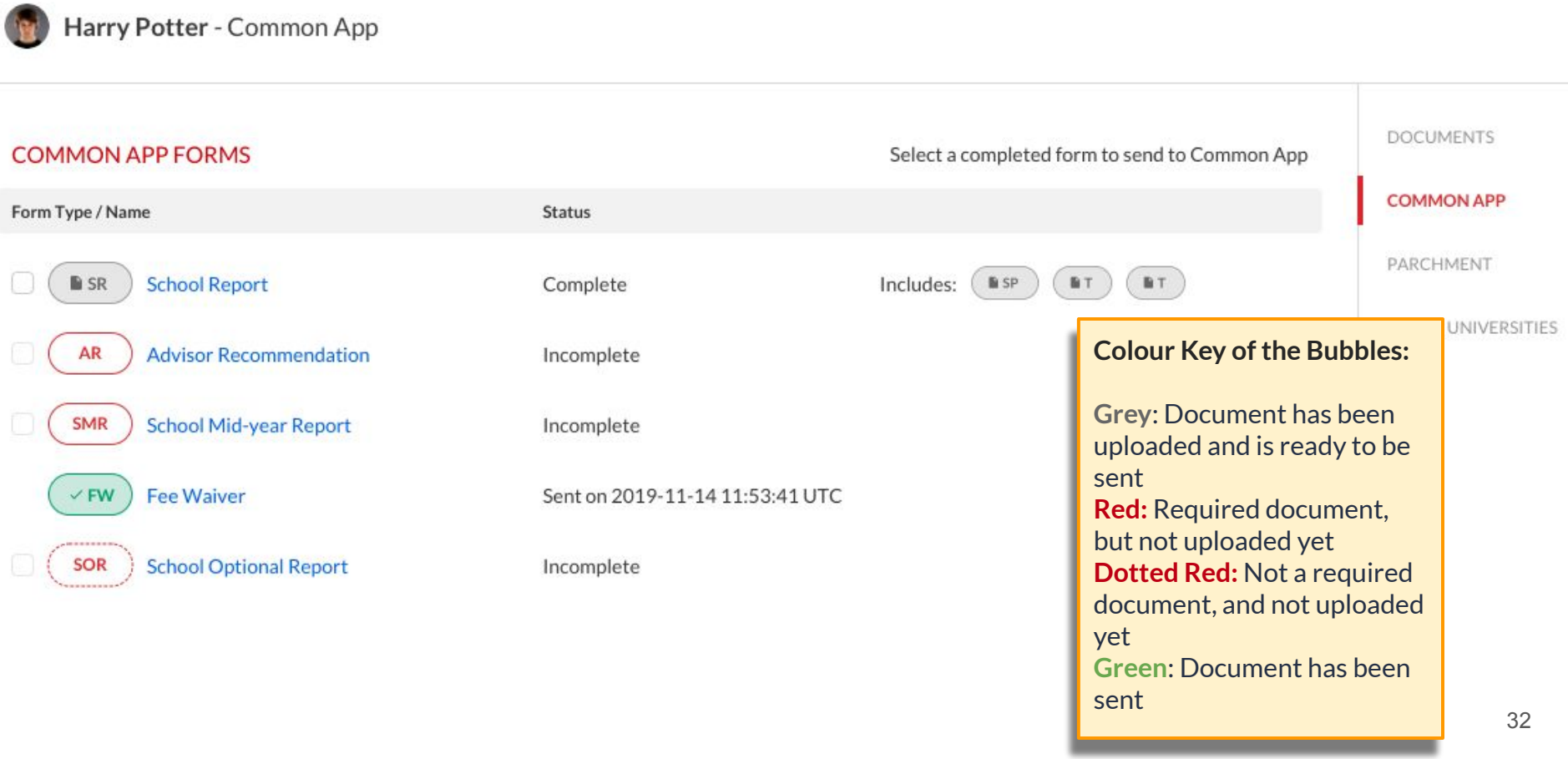
Once students have been assigned an Advisor, you can begin working on their Documents

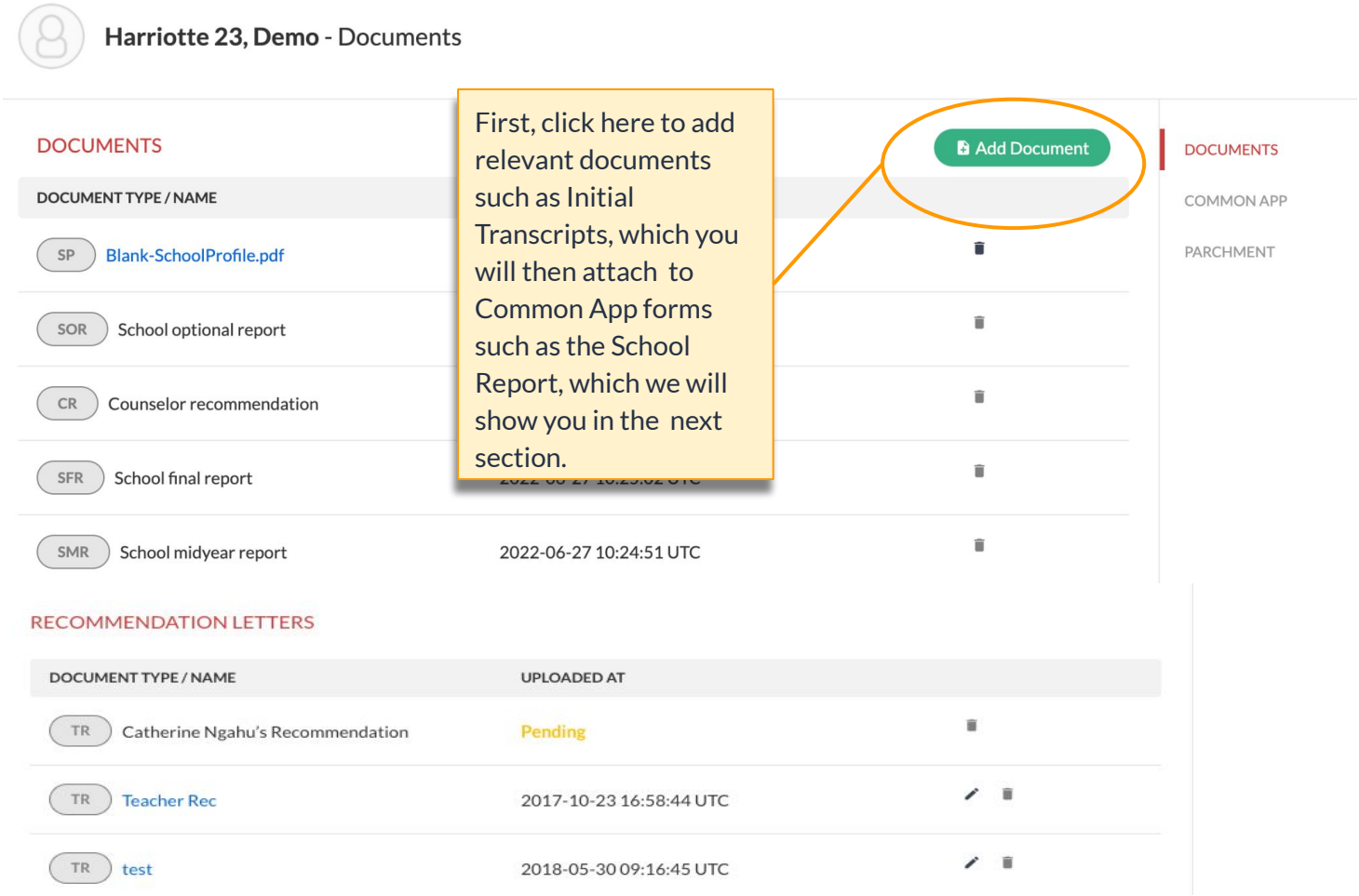
- Click on the relevant student you wish to work with




COMMON APP FORMS
Select a common app form to send to common app
DOCUMENTS
COMMON APP
FORM TYPE / NAME
STATUS
ATTACHED
SR School report
Incomplete
SP
T
CR Counselor recommendation
Incomplete
—
SMR School midyear report
Incomplete
—
SFR School final report
Incomplete
—
SOR School optional report
Incomplete
—
• A list of Required Common App forms will appear here.
• Click on the form you wish to work on
• Required documents will appear on this page automatically
• Click 'Documents' on the right to add additional documents as needed

○ Reminder of the coloured bubbles:

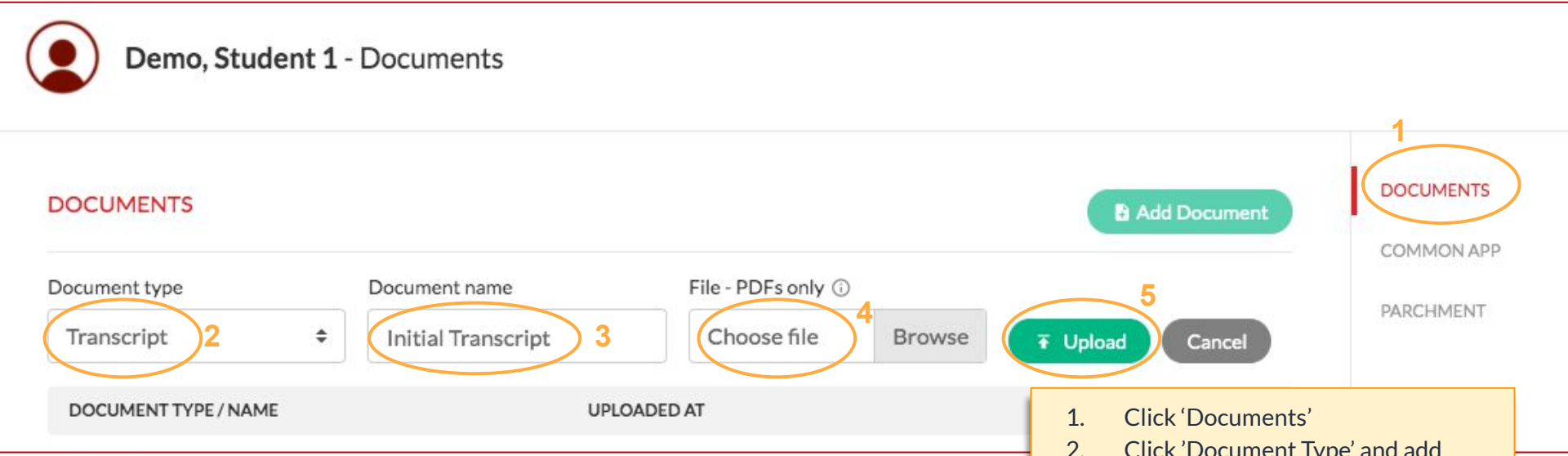



Harriotte 23, Demo - Documents
DOCUMENTS
Add Document
DOCUMENTS
COMMON APP
PARCHMENT
First, click here to add relevant documents such as Initial Transcripts, which you will then attach to Common App forms such as the School Report, which we will show you in the next section.
DOCUMENT TYPE / NAME
SP Blank-SchoolProfile.pdf
SOR School optional report
CR Counselor recommendation
SFR School final report
SMR School midyear report
2022-06-27 10:24:51 UTC
RECOMMENDATION LETTERS
DOCUMENT TYPE / NAME
UPLOADED AT
TR Catherine Ngahu's Recommendation
Pending
TR Teacher Rec
2017-10-23 16:58:44 UTC
TR test
2018-05-30 09:16:45 UTC

How to edit Common App Forms

We will use the School Report as an example

- Before completing the Individual School Report, you should add the required Transcripts ie Initial Transcript.



1. Click 'Documents'
2. Click 'Document Type' and add 'Transcript
3. Give the document a name ie. Initial Transcript
4. Select the document from your computer in PDF Format
5. Click Upload

Demo, Student 1 - Documents

DOCUMENTS

1

COMMON APP

PARCHMENT

OTHER UNIVERSITIES

COMMON APP FORMS

Select a completed form to send to Common App

Form Type / Name	Status	
SR School Report	Complete	Includes: SP T T
AR Advisor Recommendation	Incomplete	
SMR School Mid-year Report	Incomplete	
✓ FW Fee Waiver	Sent on 2019-11-1	
SOR School Optional Report	Incomplete	

2

Now you have added the Transcript/s, you can attach it to the School Report and complete the individual Student form.

1.Click 'Common App'
2. Click 'School Report'

Demo 2023, Yvonne - School Report

Save | Cancel

Please indicate number of official transcripts you can provide for the applicant. *

1

Current or most recent transcript *

transcript 2

Are current courses listed on the transcript? *

Yes

Are college entrance examination scores included with or visible on the transcript?

Yes

Transcript Affirmation *

I affirm that I have uploaded a transcript to this School Report. I understand that failure to do so (by, for example, uploading a blank document or uploading a document promising to mail the transcript at a later time) will result in my Common App Online account being closed.

Please indicate the most recent grades included on the transcript accompanying this form *

1st Quarter senior year grades

CLASS RANK

GPA

CURRICULUM

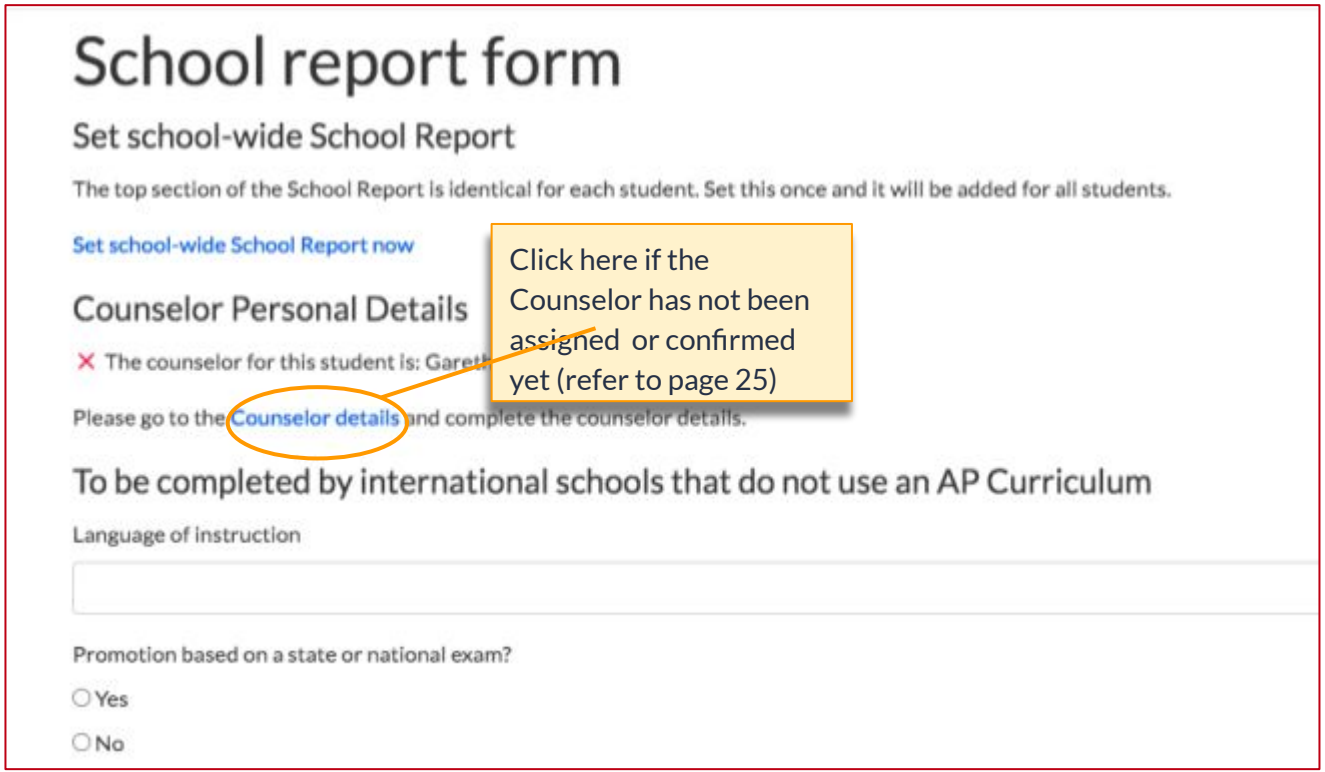
RATINGS

TRANSCRIPTS

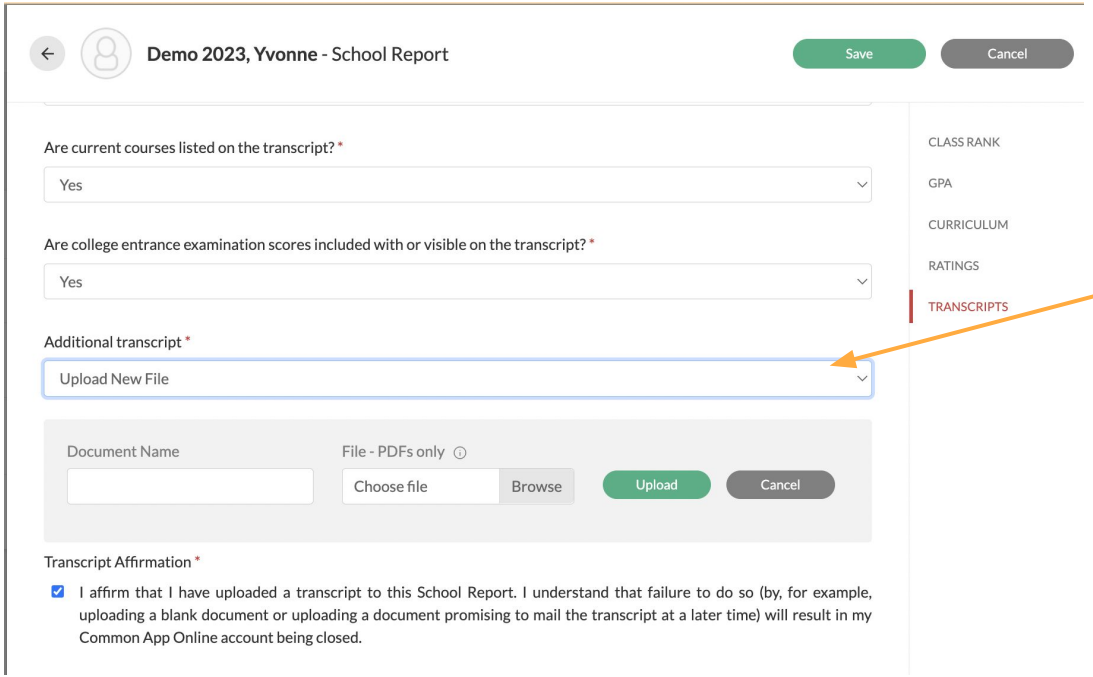
You will indicate the number of transcripts you will upload for the student.

If you have not uploaded the documents yet, you will be able to upload the transcripts directly in this form

- You can now fill out the Individual School Report

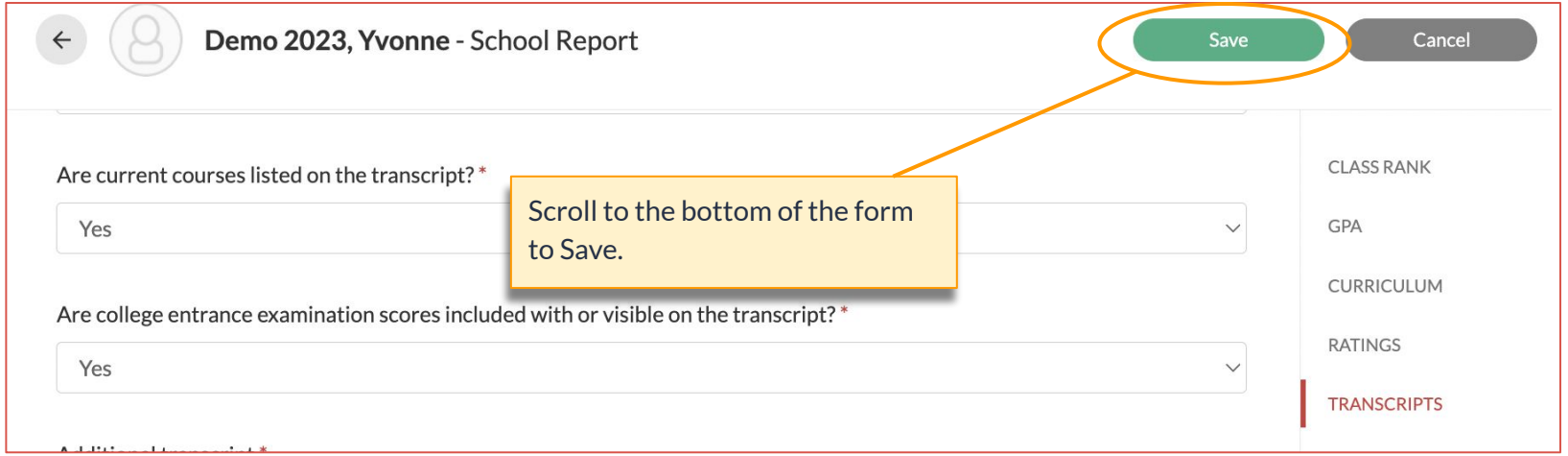


- Scroll down the form to ‘Transcripts’ to attach the Initial Transcript or upload a new file to the School Report

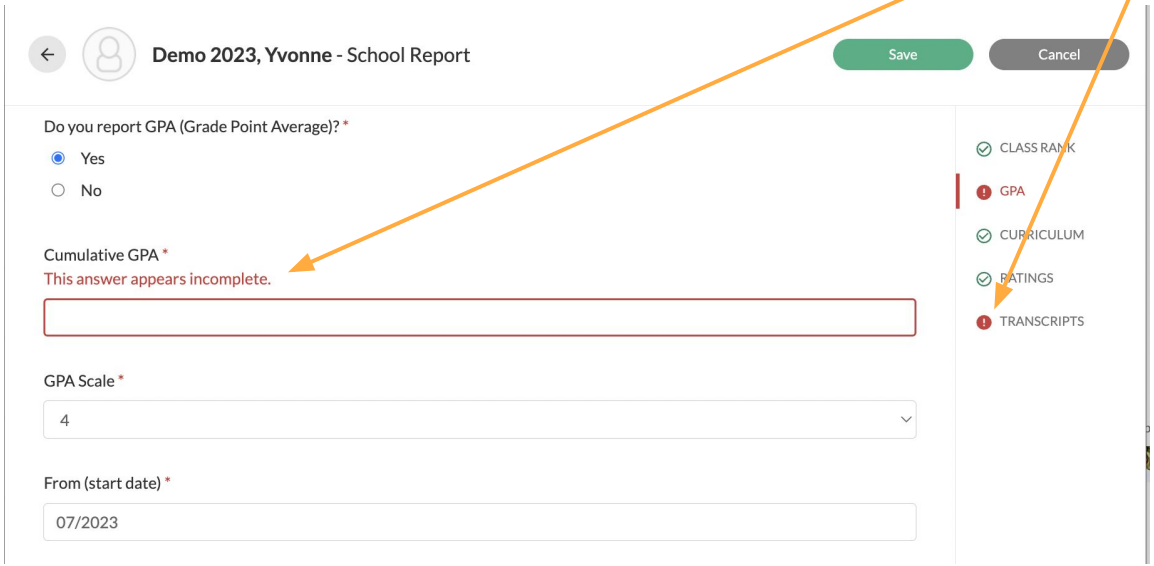


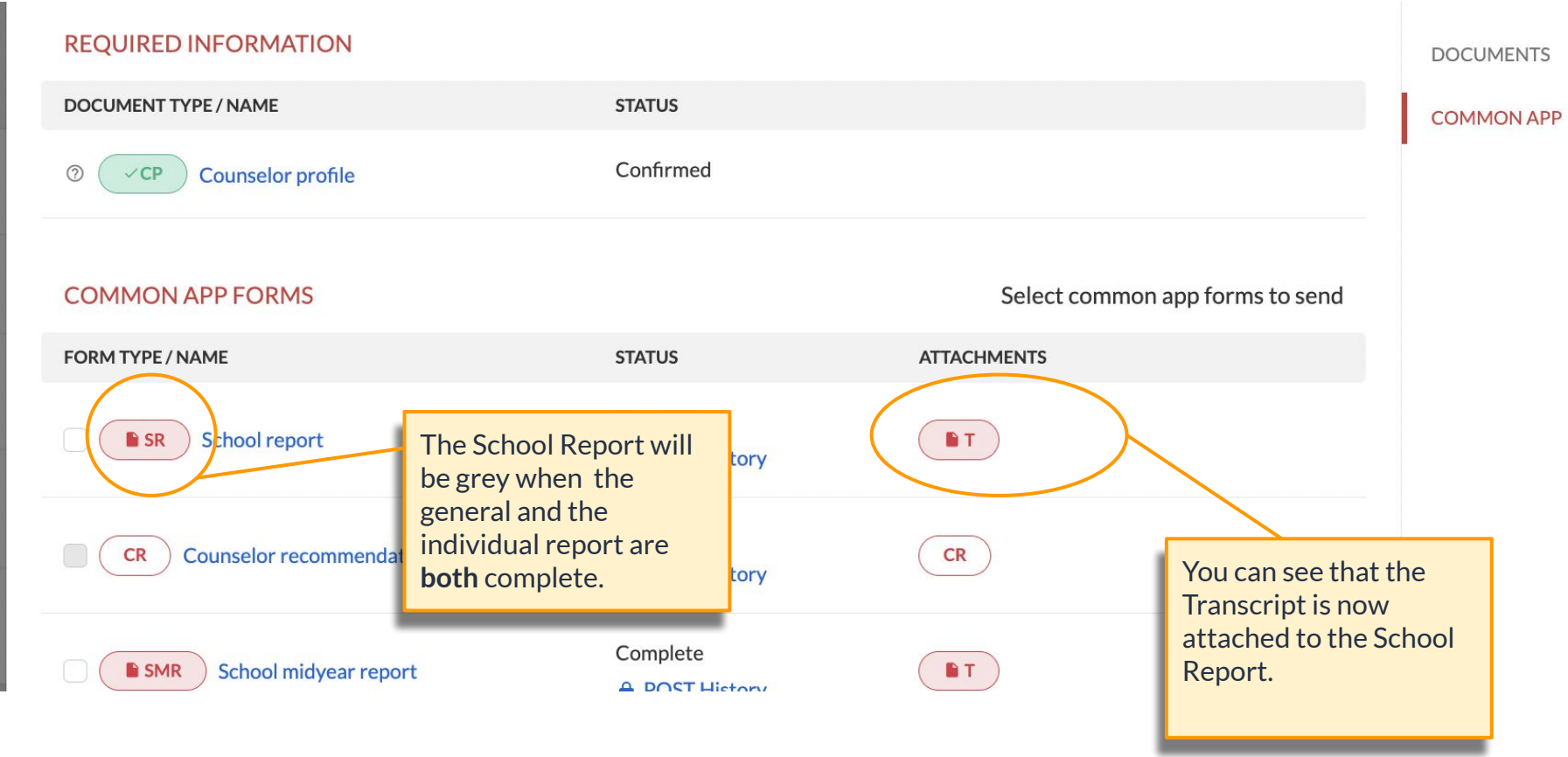
In the ***Additional transcript*** field, you can select a pre-uploaded document or upload the document here.

- Make sure to save the document



If the form is missing information, it will not allow you to save, and will tell you what is incomplete:



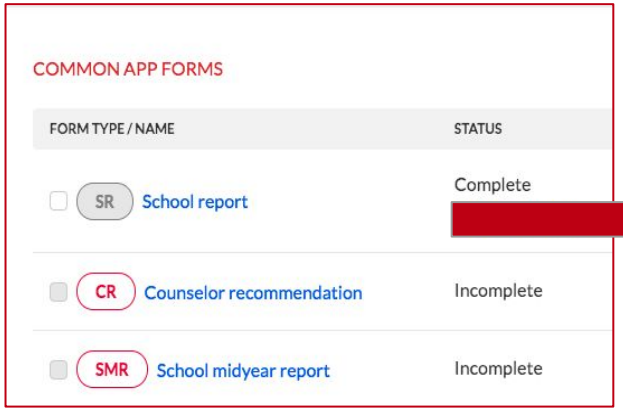

REQUIRED INFORMATION
DOCUMENT TYPE / NAME
STATUS
CP
Counselor profile
Confirmed
COMMON APP FORMS
Select common app forms to send
FORM TYPE / NAME
STATUS
ATTACHMENTS
SR
School report
T
CR
Counselor recommendat
CR
SMR
School midyear report
Complete
T
DOCUMENTS
COMMON APP
The School Report will be grey when the general and the individual report are **both** complete.
You can see that the Transcript is now attached to the School Report.

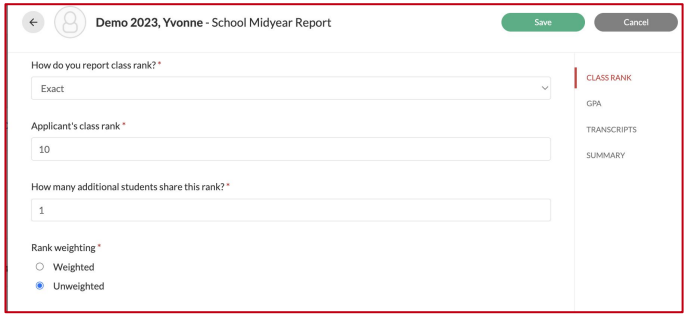
This is the same process for other Common App forms:

- Add the relevant Transcript/s under the ‘Document’ tab
- Click on ‘Common App’ and select the relevant the Common App form ie.Midyear Report
- Complete the form and attach the Transcripts
- Press Save
- The bubble will be Grey when complete, and you will be able to send the form along with the attached documents.

Click the following links for a step by step guide on how to send a:

- Midyear Transcript
- School Optional Report





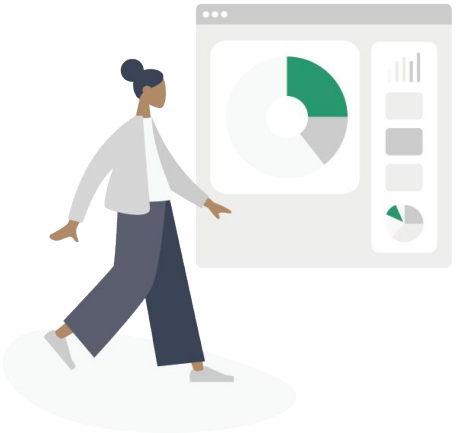
Teacher Recommendations

Now we will go through how to upload and edit Teacher Recommendations for the Common App

There are two ways of uploading Teacher Recommendations

- **Method 1:**
  Those requested by the student on BridgeU.

- **Method 2:**
  Those uploaded directly onto BridgeU by the Advisor

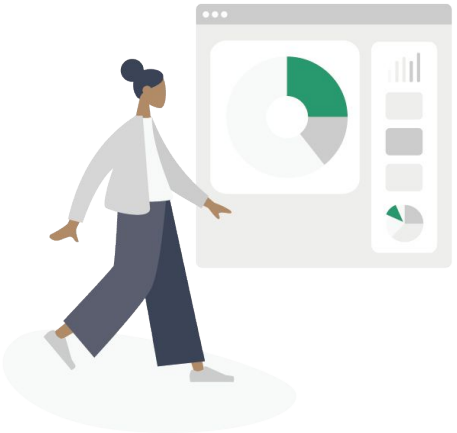


Tip: Click here to see Minimum and Maximum Teacher Recommendations

Uploading Teacher Recommendations

Method 1- Those requested by the student on BridgeU

- The teacher does not need a BridgeU account. Teachers upload their letter and complete the Common App form in the email sent by the student through BridgeU, and this gets uploaded onto BridgeU.
- As an advisor you will be able to keep track and manage their letters.
- Please refer to this article for guidance on how students can request a Letter of Recommendation:
  Request a recommendation letter- for Students



Recommendation letter request example email

Dear Cindy,

Cindy Student has asked you to write a letter of recommendation. The student said:

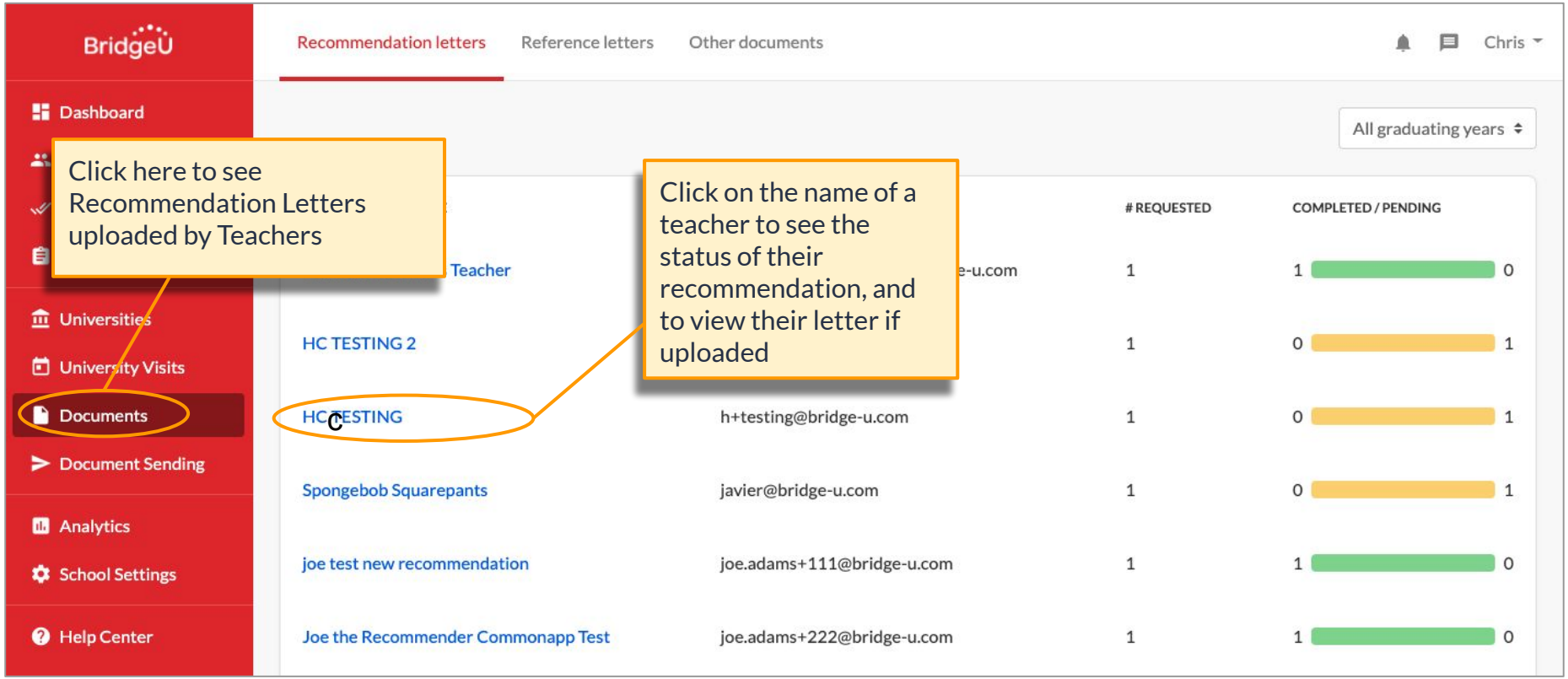
> Dear Cindy,
>
> My name is Cindy Student. You may remember me as I took one of your courses. I am currently in the process of applying to a college and I am trying to gather a few letters of recommendations. Because I enjoyed your class and teaching style, I decided to start by asking you. Would you be able to write me a strong letter of recommendation for my application?
>
> Sincerely,
>
> Cindy Student

See the full message here: https://app.bridge-u.com/recommendation_writers/81d6f60b-901b-4908-93c7-32f7f9a14124/preview

UPLOAD YOUR RECOMMENDATION LETTER

Best, BridgeU Team

Click here to upload it directly to the platform


BridgeU
Recommendation letters
Reference letters
Other documents
Chris
Dashboard
Universities
University Visits
Documents
Document Sending
Analytics
School Settings
Help Center
All graduating years
REQUESTED
COMPLETED / PENDING
Teacher
1
1 0
HC TESTING 2
1
0 1
HC TESTING
h+testing@bridge-u.com
1
0 1
Spongebob Squarepants
javier@bridge-u.com
1
0 1
joe test new recommendation
joe.adams+111@bridge-u.com
1
1 0
Joe the Recommender Commonapp Test
joe.adams+222@bridge-u.com
1
1 0
Click here to see Recommendation Letters uploaded by Teachers
Click on the name of a teacher to see the status of their recommendation, and to view their letter if uploaded

Demo, Student 1 - Common App

SR	School report	Incomplete	–
CR	Counselor recommendation	Incomplete POST History	–
SMR	School midyear report	Incomplete	–
SFR	School final report	Incomplete	–
EDA	Early decisio		–
SOR	School optio		–

DOCUMENTS
COMMON APP
PARCHMENT

In the Document Sending tab, you will see the Teacher Recommendation Common App form here

TEACHER RECOMMENDATIONS

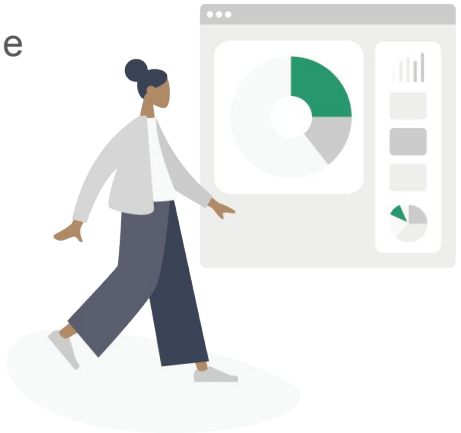
DOCUMENT TYPE / NAME	UPLOADED AT
TR Olivia's Recommendation	2020-07-22 09:14:18 UTC

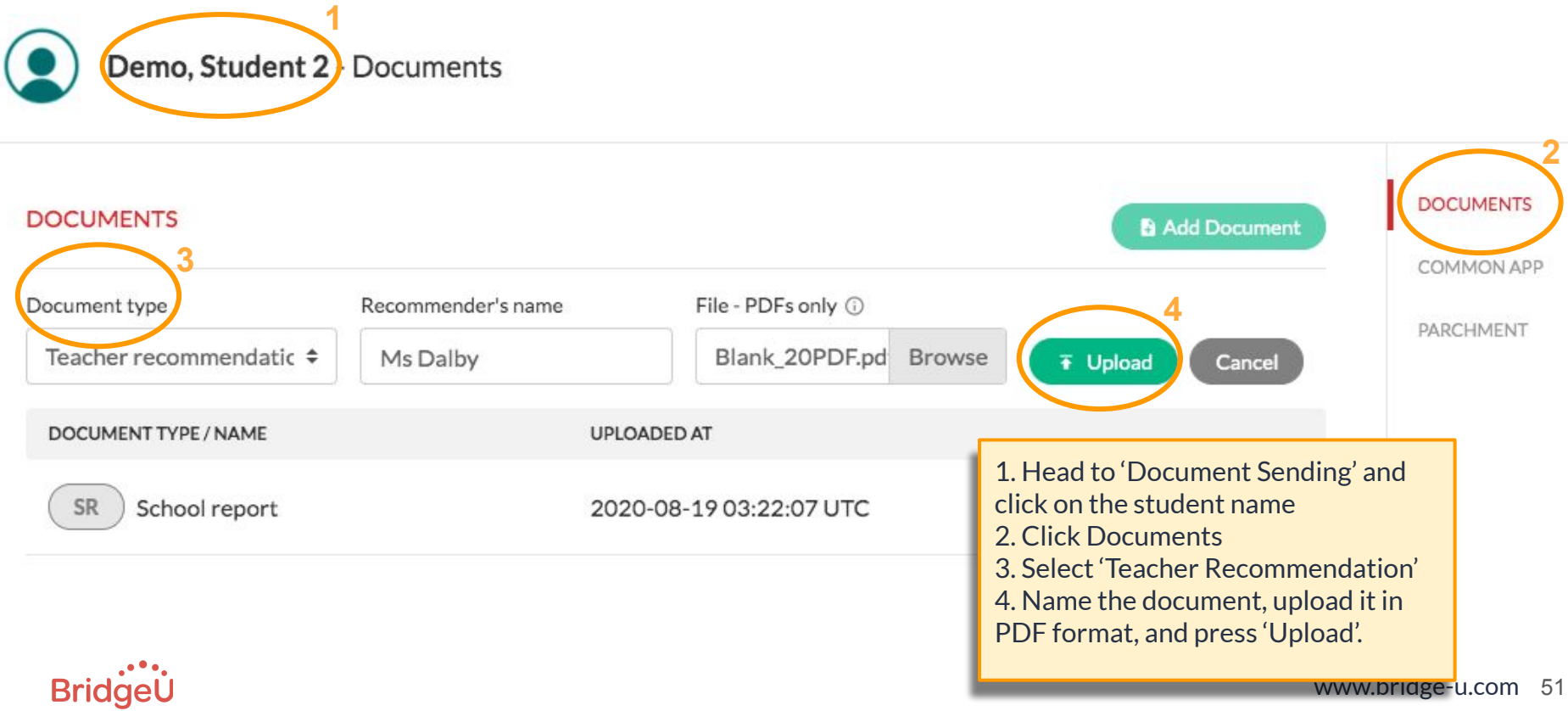
Uploading Teacher Recommendations

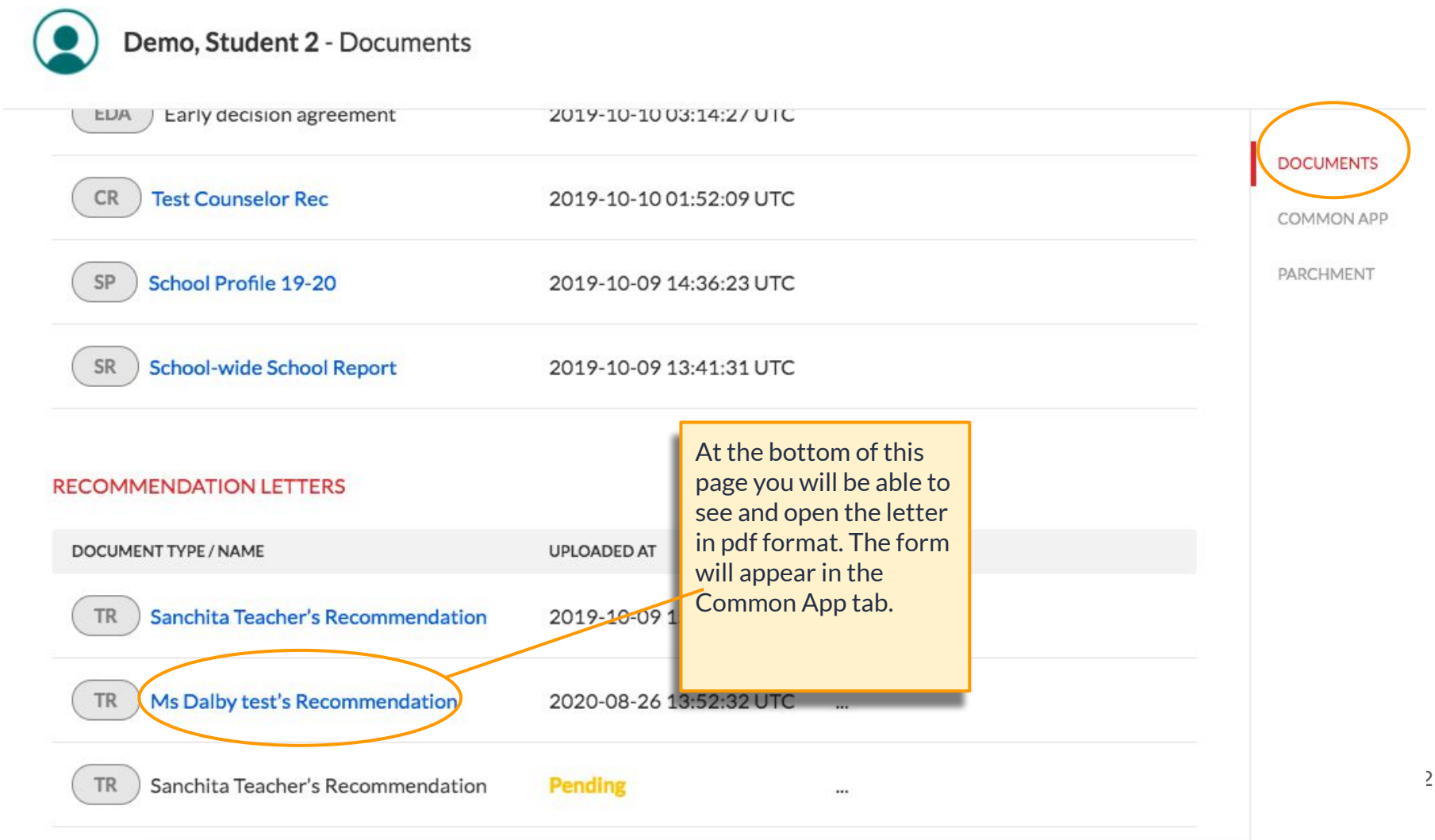
Method 2- Those uploaded directly from the Advisor onto BridgeU

- As an advisor you can upload a letter of recommendation onto BridgeU. Note that the Common App form that goes along with the Letter will also needs to be completed.

Tip: Click here to see Minimum and Maximum Teacher Recommendations




1
Demo, Student 2 - Documents
2
DOCUMENTS
COMMON APP
PARCHMENT
DOCUMENTS
Add Document
3
Document type
Teacher recommendatic
Recommender's name
Ms Dalby
File - PDFs only
Blank_20PDF.pd
Browse
4
Upload
Cancel
DOCUMENT TYPE / NAME
UPLOADED AT
SR
School report
2020-08-19 03:22:07 UTC
1. Head to 'Document Sending' and click on the student name
2. Click Documents
3. Select 'Teacher Recommendation'
4. Name the document, upload it in PDF format, and press 'Upload'.


Demo, Student 2 - Documents
EDA Early decision agreement 2019-10-10 03:14:27 UTC
CR Test Counselor Rec 2019-10-10 01:52:09 UTC
SP School Profile 19-20 2019-10-09 14:36:23 UTC
SR School-wide School Report 2019-10-09 13:41:31 UTC
RECOMMENDATION LETTERS
DOCUMENT TYPE / NAME
UPLOADED AT
TR Sanchita Teacher's Recommendation 2019-10-09 1
TR Ms Dalby test's Recommendation 2020-08-26 13:52:32 UTC ...
TR Sanchita Teacher's Recommendation Pending ...
DOCUMENTS
COMMON APP
PARCHMENT
At the bottom of this page you will be able to see and open the letter in pdf format. The form will appear in the Common App tab.

FORM TYPE / NAME	STATUS	ATTACHMENTS
SR School report	Complete POST History	T
CR Counselor recommendation	Incomplete POST History	
SMR School midyear report	Complete POST History	T
SFR School final report	Incomplete POST History	T
FW Fee waiver	Incomplete POST History	
SOR Scho	Complete ST History	
SOR2 Scho	plete	

DOCUMENTS

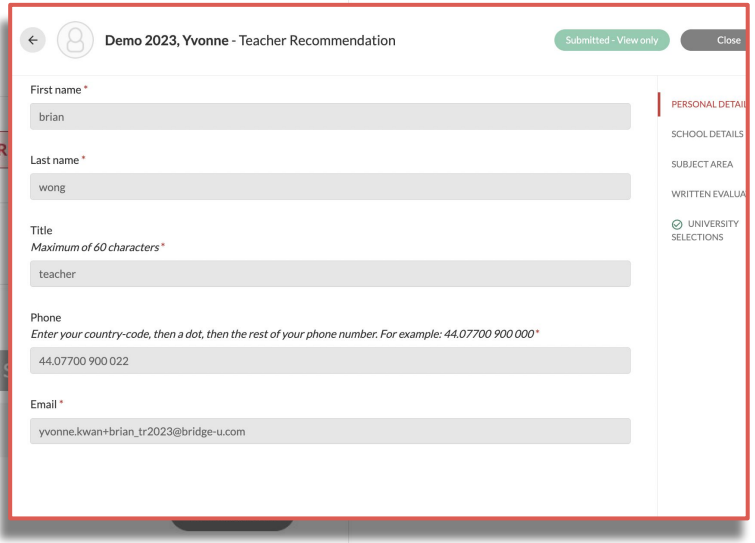
COMMON APP

1. Click 'Common App'

2. Click on the Teacher Recommendation to complete and edit the Common App form

TEACHER RECOMMENDATIONS

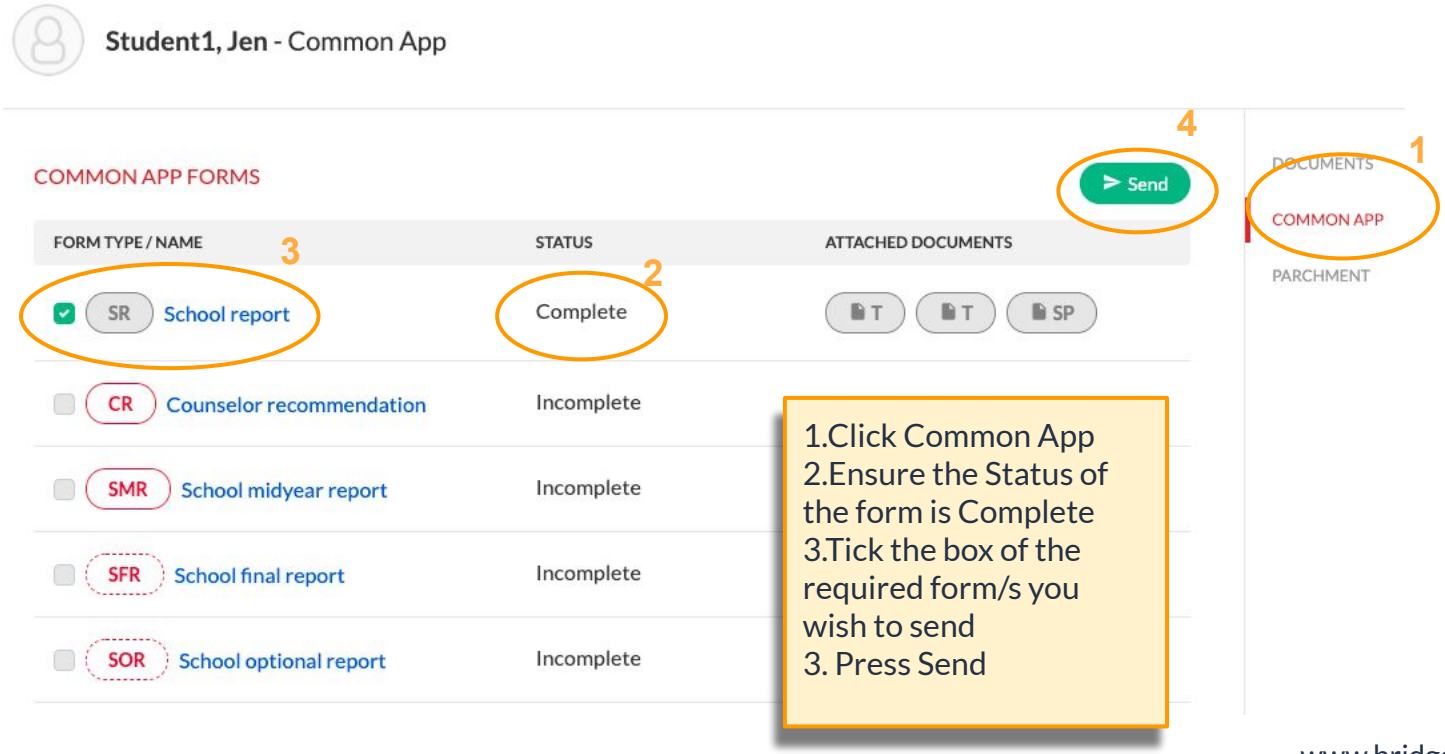
DOCUMENT TYPE / NAME	UPLOADED AT
TR Mr Brian	2023-09-04 06:56:26 UTC POST History



How to send documents

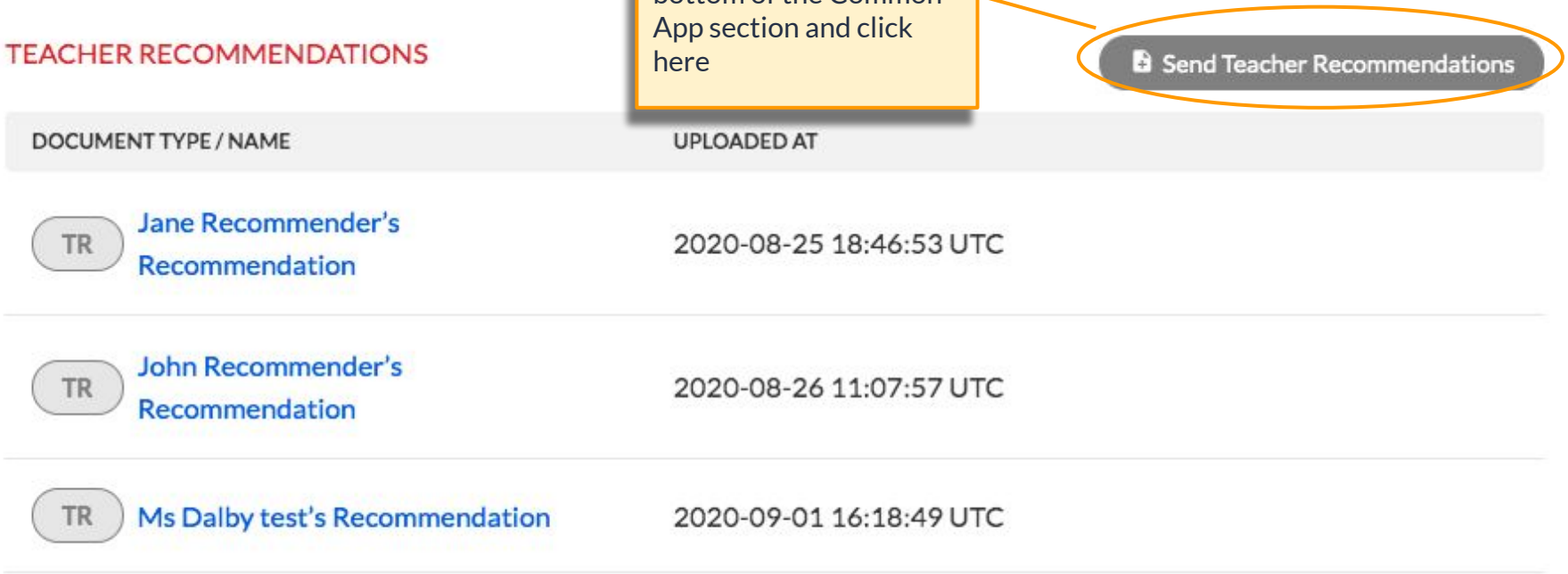
Now your forms are complete, this section will go through how to send and keep track of them

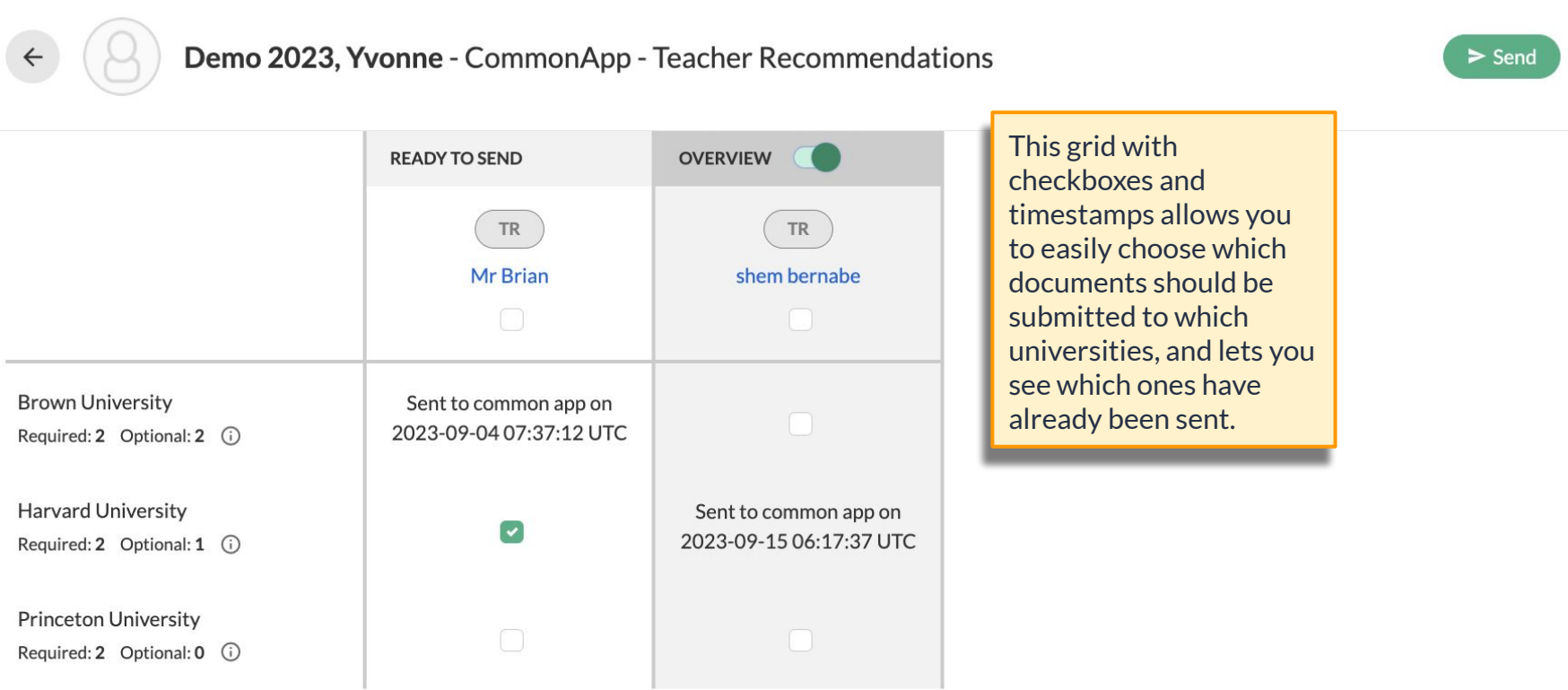
Sending Documents - Common App



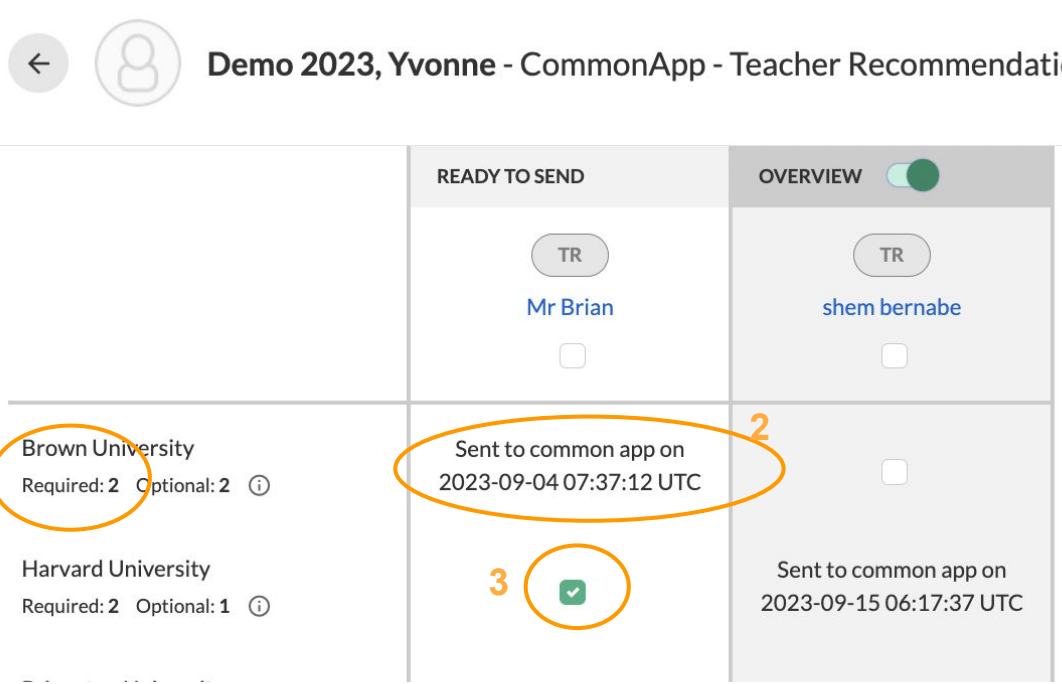
Sending Teacher Recommendations

Scroll down to the bottom of the Common App section and click here

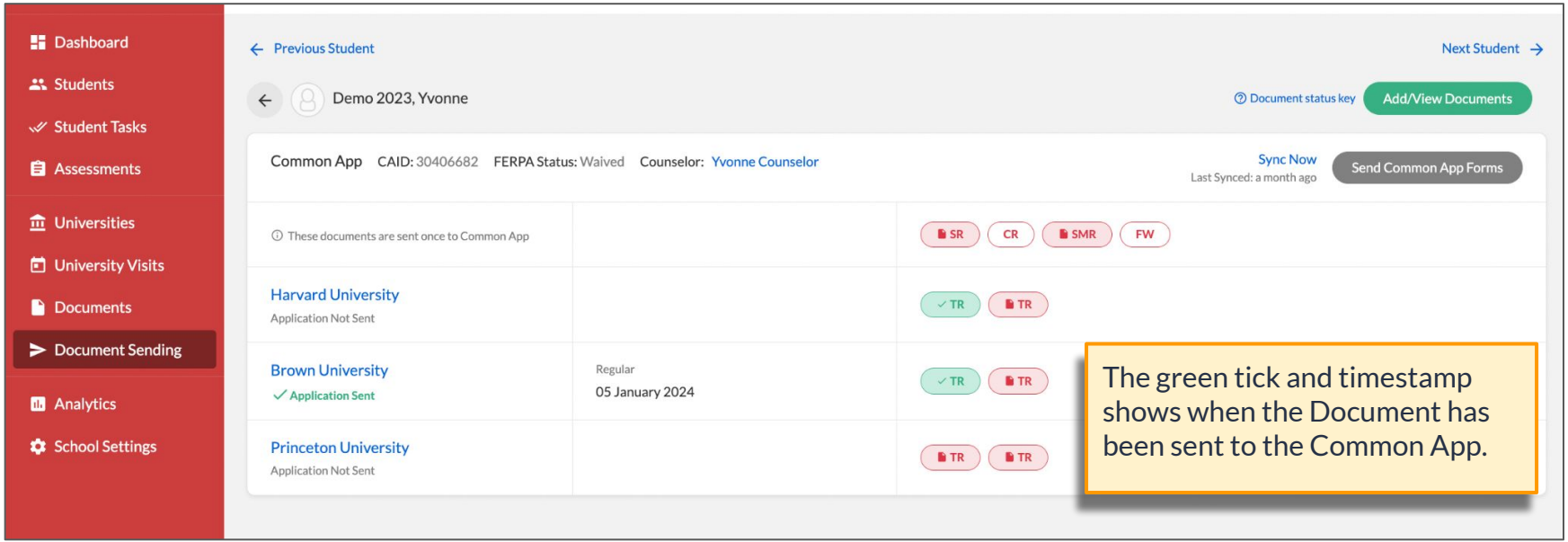




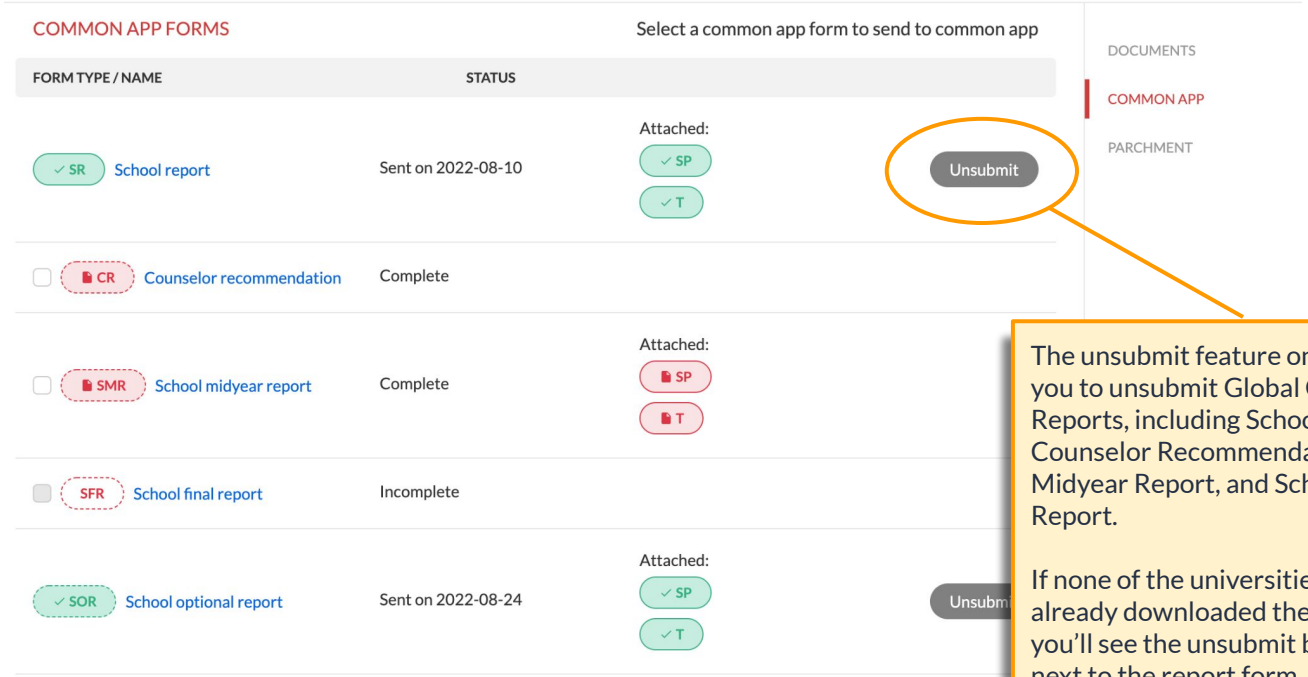
This grid with checkboxes and timestamps allows you to easily choose which documents should be submitted to which universities, and lets you see which ones have already been sent.



1. You can see required Number of TR's here
2. You can see this TR has been sent to the Common App
3. Select which TR you wish to send
4. Press Send


Dashboard
Students
Student Tasks
Assessments
Universities
University Visits
Documents
Document Sending
Analytics
School Settings
Previous Student
Next Student
Demo 2023, Yvonne
Document status key
Add/View Documents
Common App CAID: 30406682 FERPA Status: Waived Counselor: Yvonne Counselor
Sync Now
Last Synced: a month ago
Send Common App Forms
These documents are sent once to Common App
SR
CR
SMR
FW
Harvard University
Application Not Sent
TR
TR
Brown University
Application Sent
Regular
05 January 2024
TR
TR
Princeton University
Application Not Sent
TR
TR
The green tick and timestamp shows when the Document has been sent to the Common App.

Unsubmit Documents



The unsubmit feature on BridgeU allows you to unsubmit Global Common App Reports, including School Report, Counselor Recommendation, School Midyear Report, and School Optional Report.

If none of the universities listed here has already downloaded the report form, you'll see the unsubmit button showing next to the report form.

Here are a few resources to help you

Relevant Resources

- Common App Form Errors
- Min/Max Teacher Rec Limits
- Parchment & CommonApp Enabled universities
- Request a recommendation letter - for students
- Student Setup
- Sending Midyear Reports
- Submitting Optional Reports
- Troubleshooting & FAQs
- Upload Recommendation letters - teachers
- View Recommendation Requests (for Advisors)

BridgeU Community, Resources and Support

A range of options to get the support and answers you need this season

🌍 Ask the Community

Did you find this webinar helpful? Have you got questions about Document Sending?

If you haven't done so already, we encourage you to **join the Community,** to:

- ✓ stay up to date this season
- ✓ access resources
- ✓ gain/share knowledge with fellow counsellors

📖 Help Center

Use this knowledge base to find answers to your questions, at any time.

💬 BridgeU Support

Chat or Email

Our support team is on hand throughout the season to assist you.

🖥️ Webinars

Attend the training (or watch the recordings) to give you a walkthrough and everything you need to know.

🙋 Customer Success team

Have a specific question? Get in touch.

www.bridge-u.com