



Document Sending Manual for the Common App 2023/24

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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

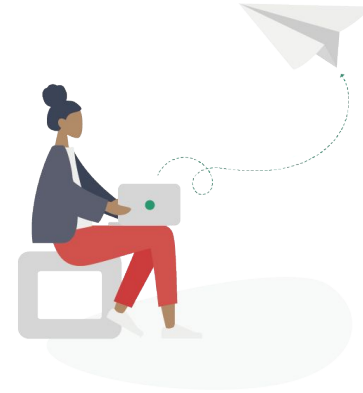
- The Common App does not allow the same email address to be used by staff members across both platforms. If you have sent any documents through the Common App this document sending season, please either update your email address on BridgeU, or email us/the Common App Support to change your email address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

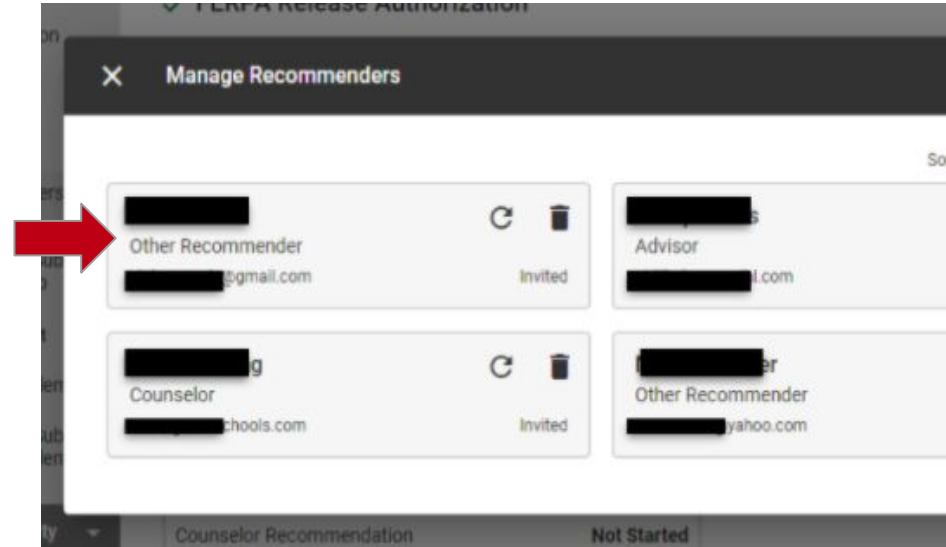
- Ensure they link the correct Common App account to BridgeU, and that their information is consistent across both platforms (in particular the Common App ID). When linking both accounts, students will indicate the school they are currently studying in when filling the “education” section of the Common 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

BridgeU

School Settings

Dashboard

Students

Student Tasks

Assessments

Universities

University Visits

Documents

Document Sending

Analytics

School Settings

Staff > School Details

Customisation >

Student Labels >

ManageBac >

School Details >

School Profile >

Import Users Via Spreadsheet >

University Connect Availability >

SAT scores bulk import >

Contacts

Official Name / Title

Advisor

Email / Phone

1.604-555-3934

Address

123 school street,
new york, new york

Graduating class size

10

Percentage of graduating class attending 2-year college

60.0

Percentage of graduating class attending 4-year college

90.0

Percentage of students who are Hispanic or Latino

90.0

Percentage of students who are American Indian or Alaska Native

90.0

Percentage of students who are Asian

90.0

This is the form from Common App

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

BridgeU

School Settings

- Dashboard
- Students
- Student Tasks
- Assessments
- Universities
- University Visits
- Documents
- Document Sending
- Analytics
- School Settings**

Staff >

Customisation >

Student Labels >

ManageBac >

School Details >

School Profile >

Import Users Via Spreadsheet >

School Profile

Current School Profile: School Profile Example.school_wide

REMOVE **PREVIEW**

Removing the School Profile removes it from all students on the Profile for those students, it will not be removed.


Tip: For ideas on how to compile a School Profile, [NACAC](#) has a database of sample school profiles that you can check out.

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





Document Sending

Stephanie

Upcoming deadline 1st December 2023

STUDENT	APPLICATIONS	RECOMMENDATIONS	PENDING DOCS	ACTION
 Steph, Training CAID 30406166 2024 FERPA - Waived udent0101@bridge-u.com	5	5	 2 initial forms  School midyear report  Transcript	Documents

Upcoming deadline 17th December 2023

STUDENT	APPLICATIONS	RECOMMENDATIONS	PENDING DOCS
 Sinclair, Lucas CAID 30407029 2024 FERPA - Waived lucas@bridge-u.com	5	2	 3 initial forms

Upcoming deadline 2nd January 2024

STUDENT	APPLICATIONS	RECOMMENDATIONS	PENDING DOCS	ACTION
---------	--------------	-----------------	--------------	--------

Navigation menu: Dashboard, Students, Student Tasks, Assessments, Universities, University Visits, Documents, Document Sending, Analytics, School Settings, Help Center, Community

Help icon

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

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

The screenshot shows the BridgeU Document Sending interface. On the left is a red sidebar with navigation options: Dashboard, Students, Student Tasks, Assessments, Universities, University Visits, Documents, and Document Sending (selected). The main content area is titled 'Document Sending' and includes a search bar with the placeholder 'Find student by name...'. Below the search bar are filter buttons for 'Deadline', 'Advisor', 'Grad Year (1)', and 'CommonApp', along with a 'Show more filters' link. A '2024' filter is currently active. A 'Reset to default' button is also present. The view is set to 'Deadline view', and a notification banner indicates an 'Upcoming deadline 14th October 2023'. At the bottom, there are columns for 'STUDENT', 'APPLICATIONS', 'RECOMMENDATIONS', 'PENDING DOCS', and 'ACTION'. Two yellow callout boxes with orange lines pointing to the search bar and filter buttons contain the text: 'You can search for an individual here' and 'Select the relevant filters here'.

○ What do the coloured bubbles mean?

The screenshot shows the BridgeU Document Sending interface for a student named Mayfield, Max. A red sidebar on the left contains navigation options: Dashboard, Students, Student Tasks, Assessments, Universities, University Visits, Documents, Document Sending (highlighted), Analytics, and School Settings. The main content area shows a table of document sending status for various universities. A tooltip is displayed over the table, explaining the meaning of different colored bubbles:

- TR** Requirement. Document not uploaded yet.
- TR** Document uploaded / form saved. Ready to send to universities.
- >TR** Document is "sending".
- ✓TR** Document has been sent.
- ▲TR** Document has failed to send. Contact our team via live chat or hi@bridge-u.com

The table below shows the document sending status for various universities:

University	Status
Common App	CAID: 30407106 FERPA Status: Waived Counselor
Saint Louis University	Application Not Sent
Alaska Pacific University	Application Not Sent

At the bottom of the interface, there is a section for Parchment with a button labeled "Send Parchment Documents".

- 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 screenshot shows the 'Document Sending' interface. At the top, there is a search bar 'Find student by name...' and filter buttons for 'Deadline', 'Advisor', 'Grad Year', and 'CommonApp'. A section titled 'Upcoming deadline 14th October 2023' contains a table with the following columns: STUDENT, APPLICATIONS, RECOMMENDATIONS, PENDING DOCS, and ACTION.

STUDENT	APPLICATIONS	RECOMMENDATIONS	PENDING DOCS	ACTION
Mayfield, Max <small>UID: 20167106</small> 2024 FERPA - Waived <small>paula.duarte+max@bridge-u.com</small>	4	2	<ul style="list-style-type: none"> School profile School report Transcript 	
Upcoming de... Demo, P... <small>maggie...</small> 2024		1 1 pending	<ul style="list-style-type: none"> School profile School report Transcript 	Documents

Callout 1: A yellow box points to the student name 'Mayfield, Max' with the text: 'Click on the student name to bring up a list of their Applications and add Documents'.

Callout 2: A yellow box points to the 'PENDING DOCS' column for the first student with the text: 'You can click on one of the bubbles to view the PDF document'.

- 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

The screenshot displays the BridgeU Document Sending interface for student Mayfield, Max. The interface includes a sidebar with navigation options and a main content area with a table of document sending records. A callout box highlights a green bubble with 'SR' and 'TR' icons, stating 'You can click on one of the bubbles to view the PDF document'.

BridgeU

Document Sending > Mayfield, Max

← Previous Student

← Mayfield, Max

Document status key Add/View

Common App CAID: 30407106 FERPA Status: Waived Counselor: Paula Counselor Sync Now Send Common App
Last Synced: 12 days ago

These documents are sent once to Common App

Saint Louis University Application Not Sent	✓ SR ✓ TR
Alaska Pacific University Application Not Sent	

Parchment Send Parchment Document

Cornell University Other route ✓ Marked sent	Early decision one 01 November 2023	SR SP T TR TR
---	--	---------------

Document Sending Not Supported

University of the Andes, Venezuela Other route Not marked sent	Rolling 14 October 2023	
---	----------------------------	--

○ Student Page

Dashboard

Students

Student Tasks

Assessments

Universities

University Visits

Documents

Document Sending

Analytics

School Settings

← Previous Student

Next Student →

← Mayfield, Max

Document status key Add/View Documents

Common App CAID: 30407106 FERPA Status: Waived Counselor: Paula Counselor

Sync Now Last Synced: 12 days ago Send Common App Forms

These documents are sent once to Common App ✓ SR

Saint Louis University Application Not Sent ✓ TR

Alaska Pacific University Application Not Sent

Parchment

Cornell University Other route ✓ Marked sent Early decision one 01 November 2023 SR SP T TR TR

Document Sending Not Supported

University of the Andes, Venezuela Rolling

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

- Students
- Student Tasks
- Assessments
- Universities
- University Visits
- Documents
- Document Sending
- Analytics
- School Settings

← Mayfield, Max Document status key [Add/View Documents](#)

Common App CAID: 30407106 FERPA Status: Waived Counselor: [Paula Counselor](#) Sync Now
Last Synced: 12 days ago [Send Common App Forms](#)

ⓘ These documents are sent once to Common App		✓ SR
Saint Louis University Application Not Sent		✓ TR
Alaska Pacific University Application Not Sent		

Parchment [Send Parchment Documents](#)

Cornell University Other route ✓ Marked sent	Early decision one 01 November 2023	SR SP T TR TR
--	--	---

Document Sending Not Supported

Document Sending > Mayfield, Max

Previous Student

Mayfield, Max


Common App CAID: 30

These documents are sent o

Saint Louis University
Application Not Sent

Alaska Pacific Universit
Application Not Sent







Parchment

 **Mayfield, Max** - Docu

Here you can see a list of documents already uploaded, when they were added.

DOCUMENTS



DOCUMENT TYPE / NAME	UPLOADED AT
 School Profile	2023-10-04 00:29:01 UTC
 School optional report	
 transcript	2023-09-20 08:52:44
 School midyear report	
 Counselor recommendation	
 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.



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

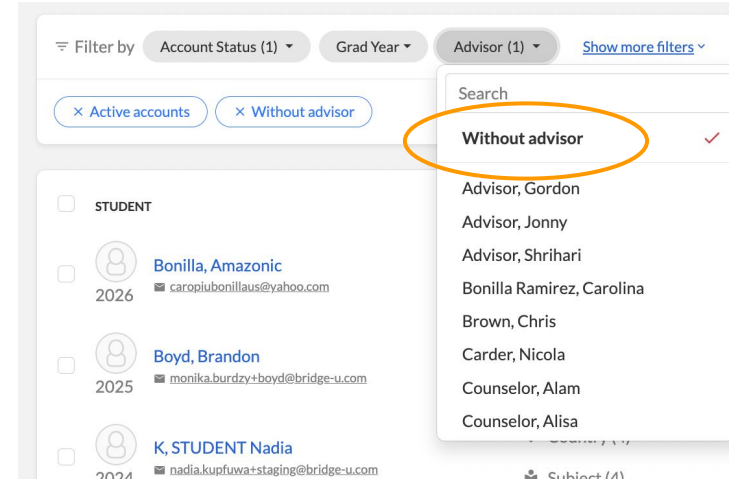
Here you can find the documents information

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.



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	ATTACHM
 School report	Incomplete	
 Counselor recommendation	Incomplete	
 School midyear report	Incomplete	
 School final report	Incomplete	
 School optional report	Incomplete	
 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

← Mayneid, Max Document status key Add/View Documents

Common App CAID: 30407106 FERPA Status: Waived Counselor: Paula Counselor

① These documents are sent once to Common App

✓ SR

✓ TR

Saint Louis University
Application Not Sent

Alaska Pacific University
Application Not Sent

Parchment Send Parchment Documents

Send Common App Forms

You can see the Student Common App ID and that their FERPA has been waived. If it is blank it means they have not paired their BridgeU with Common App yet.



Click here to bring up the Common App forms

COMMON APP FORMS

Select a common app form to send to common app

DOCUMENTS

COMMON APP

FORM TYPE / NAME	STATUS	ATTACHED
<input type="checkbox"/> SR School report	Incomplete	 
<input type="checkbox"/> CR Counselor recommendation	Incomplete	—
<input type="checkbox"/> SMR School midyear report	Incomplete	—
<input type="checkbox"/> SFR School final report	Incomplete	—
<input type="checkbox"/> 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






o Reminder of the coloured bubbles:



Harry Potter - Common App

COMMON APP FORMS

Select a completed form to send to Common App

Form Type / Name	Status
<input type="checkbox"/>  School Report	Complete
<input type="checkbox"/>  Advisor Recommendation	Incomplete
<input type="checkbox"/>  School Mid-year Report	Incomplete
<input checked="" type="checkbox"/>  Fee Waiver	Sent on 2019-11-14 11:53:41 UTC
<input type="checkbox"/>  School Optional Report	Incomplete

Includes:   

DOCUMENTS

COMMON APP

PARCHMENT

UNIVERSITIES

Colour Key of the Bubbles:

Grey: Document has been uploaded and is ready to be sent

Red: Required document, but not uploaded yet

Dotted Red: Not a required document, and not uploaded yet

Green: Document has been sent



DOCUMENTS

DOCUMENT TYPE / NAME

SP Blank-SchoolProfile.pdf

SOR School optional report

CR Counselor recommendation

SFR School final report

SMR School midyear report

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.

 Add Document

DOCUMENTS

COMMON APP

PARCHMENT

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.



Demo, Student 1 - Documents

DOCUMENTS

Add Document

Document type

Transcript 2

Document name

Initial Transcript 3

File - PDFs only ⓘ

Choose file 4 Browse

5 Upload Cancel

1 DOCUMENTS

COMMON APP

PARCHMENT

DOCUMENT TYPE / NAME

UPLOADED AT

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



COMMON APP FORMS

Select a completed form to send to Common App

Form Type / Name

Status

<input type="checkbox"/>	 SR School Report	Complete
<input type="checkbox"/>	 AR Advisor Recommendation	Incomplete
<input type="checkbox"/>	 SMR School Mid-year Report	Incomplete
<input checked="" type="checkbox"/>	 FW Fee Waiver	Sent on 2019-11-1
<input type="checkbox"/>	 SOR School Optional Report	Incomplete

Includes:

 SP

 T

 T

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'

DOCUMENTS

COMMON APP

PARCHMENT

OTHER UNIVERSITIES



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

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

CLASS RANK

GPA

CURRICULUM

RATINGS

TRANSCRIPTS

- You can now fill out the Individual School Report

School report form

Set school-wide School Report

The top section of the School Report is identical for each student. Set this once and it will be added for all students.

[Set school-wide School Report now](#)

Counselor Personal Details

✘ The counselor for this student is: Gareth

Please go to the [Counselor details](#) and complete the counselor details.

To be completed by international schools that do not use an AP Curriculum

Language of instruction

Promotion based on a state or national exam?

Yes

No

Click here if the
Counselor has not been
assigned or confirmed
yet (refer to page 25)

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

← Demo 2023, Yvonne - School Report Save Cancel

Are current courses listed on the transcript? *

Yes

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

Yes

Additional transcript *

Upload New File

Document Name File - PDFs only ⌵

Choose file Browse Upload Cancel

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.


CLASS RANK
GPA
CURRICULUM
RATINGS
TRANSCRIPTS

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

- o Make sure to save the document

The screenshot shows a mobile application interface for editing a school report. At the top, there is a navigation bar with a back arrow, a user profile icon, and the title "Demo 2023, Yvonne - School Report". On the right side of the navigation bar, there are two buttons: a green "Save" button and a grey "Cancel" button. The "Save" button is circled in orange. Below the navigation bar, the form contains two questions with dropdown menus. The first question is "Are current courses listed on the transcript?*" with a dropdown menu showing "Yes". The second question is "Are college entrance examination scores included with or visible on the transcript?*" with a dropdown menu also showing "Yes". A yellow callout box with a black border points to the "Save" button and contains the text "Scroll to the bottom of the form to Save." On the right side of the form, there is a vertical sidebar menu with the following items: "CLASS RANK", "GPA", "CURRICULUM", "RATINGS", and "TRANSCRIPTS". The "TRANSCRIPTS" item is highlighted with a red vertical bar on its left side.

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

←  Demo 2023, Yvonne - School Report Save Cancel

Do you report GPA (Grade Point Average)? *

Yes
 No

Cumulative GPA *
This answer appears incomplete.

GPA Scale *
4

From (start date) *
07/2023

- CLASS RANK
- GPA
- CURRICULUM
- RATINGS
- TRANSCRIPTS

REQUIRED INFORMATION

DOCUMENT TYPE / NAME	STATUS
<input type="checkbox"/> <input checked="" type="checkbox"/> CP Counselor profile	Confirmed

DOCUMENTS

COMMON APP

COMMON APP FORMS

Select common app forms to send

FORM TYPE / NAME	STATUS	ATTACHMENTS
<input type="checkbox"/> SR School report	Incomplete	<input checked="" type="checkbox"/> T
<input type="checkbox"/> CR Counselor recommendation	Incomplete	<input type="checkbox"/> CR
<input type="checkbox"/> SMR School midyear report	Complete	<input type="checkbox"/> T

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](#)

COMMON APP FORMS	
FORM TYPE / NAME	STATUS
<input type="checkbox"/> SR School report	Complete
<input type="checkbox"/> CR Counselor recommendation	Incomplete
<input type="checkbox"/> SMR School midyear report	Incomplete



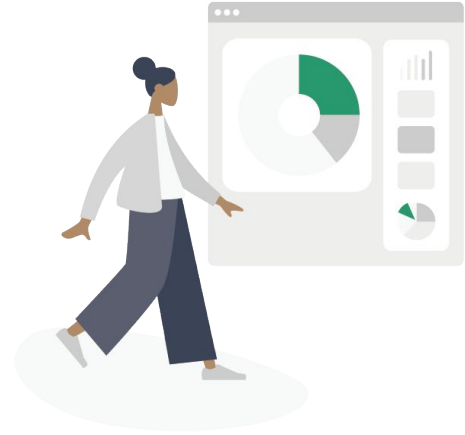
Teacher Recommendations

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

Dashboard

Click here to see Recommendation Letters uploaded by Teachers

Universities

University Visits

Documents

Document Sending

Analytics

School Settings

Help Center

All graduating years ▾

	Teacher	# REQUESTED	COMPLETED / PENDING
HC TESTING 2	Teacher	1	1 0
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 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

<input type="checkbox"/>	SR School report	Incomplete	—
<input type="checkbox"/>	CR Counselor recommendation	Incomplete POST History	—
<input type="checkbox"/>	SMR School midyear report	Incomplete	—
<input type="checkbox"/>	SFR School final report	Incomplete	—
<input type="checkbox"/>	EDA Early decision		—
<input type="checkbox"/>	SOR School optio		—

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

DOCUMENTS

COMMON APP

PARCHMENT

TEACHER RECOMMENDATIONS

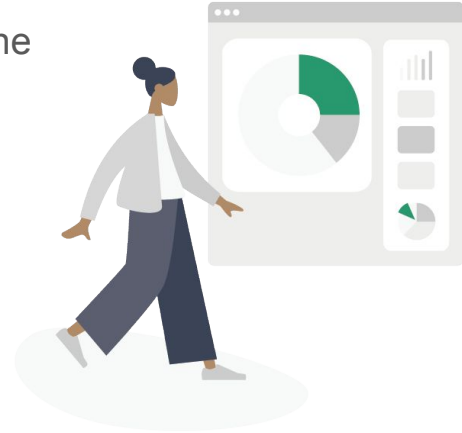
DOCUMENT TYPE / NAME	UPLOADED AT
TR Olivia's Recommendation	2020-07-22 09:14:18 UTC

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 need to be completed.

Tip: [Click here to see Minimum and Maximum Teacher Recommendations](#)





Demo, Student 2 Documents

DOCUMENTS

Add Document

Document type

Recommender's name

File - PDFs only ⓘ

Teacher recommendatic

Ms Dalby

Blank_20PDF.pdf

Browse

Upload

Cancel

DOCUMENT TYPE / NAME

UPLOADED AT

SR School report

2020-08-19 03:22:07 UTC

DOCUMENTS

COMMON APP

PARCHMENT

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'.



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

DOCUMENTS

COMMON APP

PARCHMENT

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 ...

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.

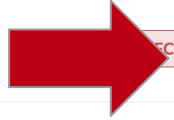
FORM TYPE / NAME	STATUS	ATTACHMENTS
<input type="checkbox"/> SR School report	Complete 🔒 POST History	T
<input type="checkbox"/> CR Counselor recommendation	Incomplete 🔒 POST History	
<input type="checkbox"/> SMR School midyear report	Complete 🔒 POST History	T
<input type="checkbox"/> SFR School final report	Incomplete 🔒 POST History	T
<input type="checkbox"/> FW Fee waiver	Incomplete 🔒 POST History	
<input type="checkbox"/> SOR School report	Complete 🔒 POST History	T
<input type="checkbox"/> SOR2 School report	Complete	

DOCUMENT TYPE / NAME	UPLOADED AT
<input type="checkbox"/> TR Mr Brian	2023-09-04 06:56:26 UTC 🔒 POST History

DOCUMENTS
COMMON APP

1. Click 'Common App'

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



← Demo 2023, Yvonne - Teacher Recommendation
Submitted - View only Close

First name *
brian

Last name *
wong

Title
*Maximum of 60 characters **
teacher

Phone
*Enter your country-code, then a dot, then the rest of your phone number. For example: 44.07700 900 000 **
44.07700 900 022

Email *
yvonne.kwan+brian_tr2023@bridge-u.com

PERSONAL DETAILS

SCHOOL DETAILS

SUBJECT AREA

WRITTEN EVALUATION

UNIVERSITY SELECTIONS



How to send documents

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

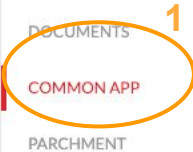
Sending Documents - Common App



Student1, Jen - Common App

COMMON APP FORMS

FORMTYPE / NAME	STATUS	ATTACHED DOCUMENTS
<input checked="" type="checkbox"/> SR School report	Complete	<input type="checkbox"/> T <input type="checkbox"/> T <input type="checkbox"/> SP
<input type="checkbox"/> CR Counselor recommendation	Incomplete	
<input type="checkbox"/> SMR School midyear report	Incomplete	
<input type="checkbox"/> SFR School final report	Incomplete	
<input type="checkbox"/> SOR School optional report	Incomplete	



1. Click Common App
2. Ensure the Status of the form is Complete
3. Tick the box of the required form/s you wish to send
3. Press Send

Sending Teacher Recommendations

TEACHER RECOMMENDATIONS

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

 Send Teacher Recommendations

DOCUMENT TYPE / NAME

UPLOADED AT

TR

Jane Recommender's
Recommendation

2020-08-25 18:46:53 UTC

TR

John Recommender's
Recommendation

2020-08-26 11:07:57 UTC

TR

Ms Dalby test's Recommendation

2020-09-01 16:18:49 UTC

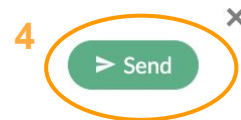


	READY TO SEND	OVERVIEW
	<p>TR</p> <p>Mr Brian</p> <p><input type="checkbox"/></p>	<p>TR</p> <p>shem bernabe</p> <p><input type="checkbox"/></p>
Brown University Required: 2 Optional: 2	Sent to common app on 2023-09-04 07:37:12 UTC	<input type="checkbox"/>
Harvard University Required: 2 Optional: 1	<input checked="" type="checkbox"/>	Sent to common app on 2023-09-15 06:17:37 UTC
Princeton University Required: 2 Optional: 0	<input type="checkbox"/>	<input type="checkbox"/>

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.



Demo 2023, Yvonne - CommonApp - Teacher Recommendations



	READY TO SEND	OVERVIEW <input checked="" type="checkbox"/>
	<p>TR</p> <p>Mr Brian</p> <p><input type="checkbox"/></p>	<p>TR</p> <p>shem bernabe</p> <p><input type="checkbox"/></p>
<p>1</p> <p>Brown University Required: 2 Optional: 2 ⓘ</p> <p>Harvard University Required: 2 Optional: 1 ⓘ</p>	<p>2</p> <p>Sent to common app on 2023-09-04 07:37:12 UTC</p> <p>3</p> <p><input checked="" type="checkbox"/></p>	<p>2</p> <p>Sent to common app on 2023-09-15 06:17:37 UTC</p>

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 Send Common App Forms

ⓘ These documents are sent once to Common App	SR CR SMR FW
Harvard University <small>Application Not Sent</small>	✓ TR TR
Brown University <small>✓ Application Sent</small>	✓ TR TR
Princeton University <small>Application Not Sent</small>	TR TR

The green tick and timestamp shows when the Document has been sent to the Common App.

Unsubmit Documents

COMMON APP FORMS Select a common app form to send to common app

FORM TYPE / NAME	STATUS	Attached:
<input checked="" type="checkbox"/> SR School report	Sent on 2022-08-10	<input checked="" type="checkbox"/> SP <input checked="" type="checkbox"/> T
<input type="checkbox"/> CR Counselor recommendation	Complete	
<input type="checkbox"/> SMR School midyear report	Complete	<input type="checkbox"/> SP <input type="checkbox"/> T
<input type="checkbox"/> SFR School final report	Incomplete	
<input checked="" type="checkbox"/> SOR School optional report	Sent on 2022-08-24	<input checked="" type="checkbox"/> SP <input checked="" type="checkbox"/> T

DOCUMENTS
COMMON APP
PARCHMENT

Unsubmit

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