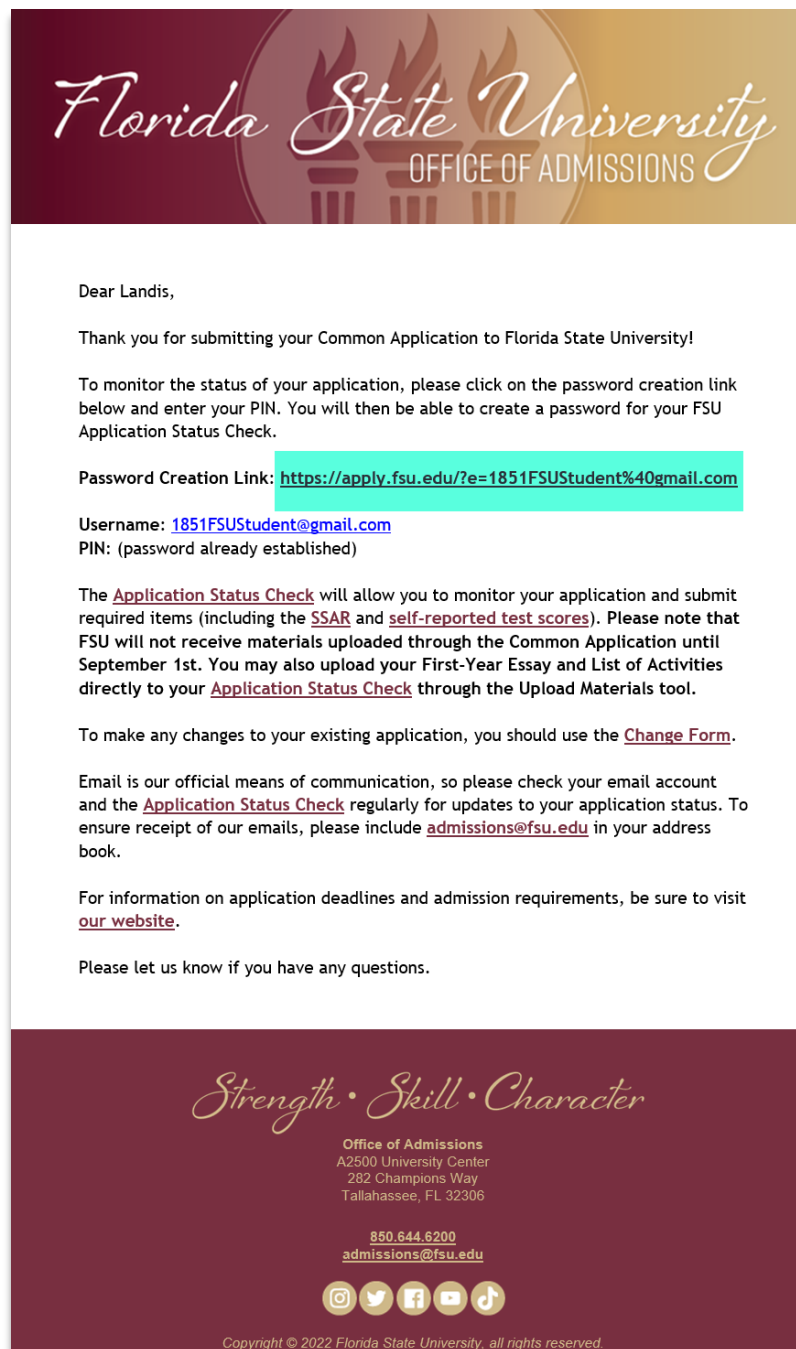


COUNSELOR GUIDE: HOW TO LINK THE SELF-REPORTED STUDENT ACADEMIC RECORD (SSAR)

1. First, students must have submitted an application to Florida State University. The institutional application or the Common App can be found at admissions.fsu.edu.
2. Upon application submission, the applicant will receive an email from our office containing a link to their Application Status Check. When prompted, create a log-in and access the [Application Status Check](#).



Florida State University
OFFICE OF ADMISSIONS

Dear Landis,

Thank you for submitting your Common Application to Florida State University!

To monitor the status of your application, please click on the password creation link below and enter your PIN. You will then be able to create a password for your FSU Application Status Check.

Password Creation Link: <https://apply.fsu.edu/?e=1851FSUStudent%40gmail.com>

Username: 1851FSUStudent@gmail.com
PIN: (password already established)

The [Application Status Check](#) will allow you to monitor your application and submit required items (including the [SSAR](#) and [self-reported test scores](#)). Please note that FSU will not receive materials uploaded through the Common Application until September 1st. You may also upload your First-Year Essay and List of Activities directly to your [Application Status Check](#) through the Upload Materials tool.

To make any changes to your existing application, you should use the [Change Form](#).

Email is our official means of communication, so please check your email account and the [Application Status Check](#) regularly for updates to your application status. To ensure receipt of our emails, please include admissions@fsu.edu in your address book.


For information on application deadlines and admission requirements, be sure to visit [our website](#).

Please let us know if you have any questions.

Strength • Skill • Character

Office of Admissions
A2500 University Center
282 Champions Way
Tallahassee, FL 32306

850.644.6200
admissions@fsu.edu



Copyright © 2022 Florida State University, all rights reserved.

- Navigate to the “Self-Reported Student Academic Record” section. Select the “Submit Your SSAR” button, which will direct you to the FSU SSAR website.

APPLICATION STATUS

1 Application Received 2 **Awaiting Materials** 3 Under Review 4 Awaiting Decision

Thank you for applying to Florida State University. Please view your Application Checklist below to submit your remaining materials.

APPLICATION DETAILS

Type: Freshman First Time in College
 Term: Fall 2023
 Major: Meteorology
 Location: Tallahassee

APPLICATION CHECKLIST

Status	Details	Date
X Awaiting	Self-reported ACT and/or SAT Scores	
X Awaiting	Self-reported Student Academic Record (SSAR)	
X Awaiting	First-Year Resume/List of Activities	
X Awaiting	First-Year Essay	
X Awaiting	Residency Declaration	

SELF-REPORTED STUDENT ACADEMIC RECORD

Click the button below to create and link your **Self-reported Student Academic Record (SSAR)** to your application. To learn more about the SSAR, [view our FAQ](#) and [watch our how-to videos](#). If you have previously created a SSAR, you can associate it to your application through the link below.

Once submitted, please allow time for our office to verify that your [SSAR](#) has been linked.

Submit Your SSAR

- For applicants who have already completed their SSAR - Once on the FSU SSAR website, the applicant will receive a message that there is an “Existing SSAR Account Located”. To link it to their FSU application, they will need to enter their SSAR login credentials. Once logged in and the SSAR has been linked, you can skip to step 10 in this guide.

FLORIDA STATE UNIVERSITY

SELF-REPORTED STUDENT ACADEMIC RECORD

Existing SSAR Account Located

Our records show that there is an existing SSAR account with your email address. To link your SSAR and Florida State University application accounts together, please log in with your existing SSAR credentials.

If you do not recall your SSAR credentials, click the "Forgot" link below to have your password reset.

If this email address was used previously by a sibling or another family member, you are required to create a new account with a unique email address that has not been used in the SSAR system before. To create a new account, click the "Create SSAR Account" button below. This email address can be different from the one used for your Florida State University application.

SSAR
 Self-Reported Student Academic Record

Login to link your SSAR to your Florida State University application.

samplestudent@gmail.com
 SSAR Email Address

Create SSAR Account Continue ▶


Support

5. Applicants who need to create a SSAR - If applicants have not yet created an SSAR, they will first need to complete it by entering all their school and coursework information exactly as it appears on the official transcript. For detailed information, tips, and frequently asked questions regarding course entry, please visit admissions.fsu.edu/first-year/ssar.
6. Once your school and coursework information has been entered, navigate to the “Review/Submit” tab.

Subject Area (minimum units required)	Number of Courses Entered	Enter/Edit
English (4 units/8 semesters)	4	
Mathematics (4 units/8 semesters, Algebra 1 level and higher)	4	
Science (3 units/6 semesters)	4	
History / Social Studies (3 units/6 semesters)	4	
World Language (2 units/4 semesters, same language)	3	
Computer Science (No units required)	1	
Business (No units required)	1	
Fine Arts / Music (No units required)	3	
Phys. Ed / Health / Gym (No units required)	2	
Other Subject Area (No units required)	5	

◀ Back
Review / Submit ▶

7. Read the important notice at the top of the page and verify that all information listed is correct.



FLORIDA STATE UNIVERSITY

Account | Help | Logout

SELF-REPORTED STUDENT ACADEMIC RECORD

Home | Enter High School | Enter Coursework | Review / Submit

Review/Submit Your Record

Review the data you have entered to ensure it is accurate. If it looks okay, mark it as complete by completing the section at the bottom.

IMPORTANT

You are submitting your complete academic record for the school(s) listed below including coursework in progress. Be sure that the information you provide includes all secondary schools you have attended, and that all courses and grades are included and accurate. **It is very important that you carefully review your academic record for any omissions/errors and modify it accordingly now.**

Once your academic record has been submitted it is considered a final document and cannot be modified. If you are admitted and decide to enroll, you will be required to submit an official high school transcript that will be compared to your SSAR. Discrepancies and misrepresentations could result in the revocation of your admissions decisions and/or the forfeiture of any scholarship awards.


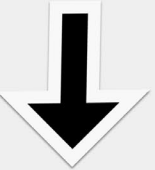
School Attended Edit Schools					
School Name/Address	Years Attended	Class Rank	Class Size	Self-Reported GPA	Courses Entered
Liberty County High School 121032 New County Road 12 Bristol, FL 32321	2019 - 2023	Ranked in the Top 25 (75-100%) Edit		Weighted: 3.9 Unweighted: 3.5	35

Unit Review by Subject Area

This approximate units (e.g., one full year of high school study=1 unit, one semester=0.5 units, etc.) shown below are meant as a general guide to help ensure your self-reported academic record is complete and may differ from the units displayed on your grade report/unofficial transcript.

Subject Area	Number of Credits/Units Entered	
English	4	No requirement defined.
Mathematics	4	No requirement defined.
Science	4	No requirement defined.
History / Social Studies	4	No requirement defined.
World Language	3	No requirement defined.
Computer Science	1	No requirement defined.
Business	1	No requirement defined.
Fine Arts / Music	3	No requirement defined.
Phys. Ed / Health / Gym	2	No requirement defined.

Review and
verify all
information

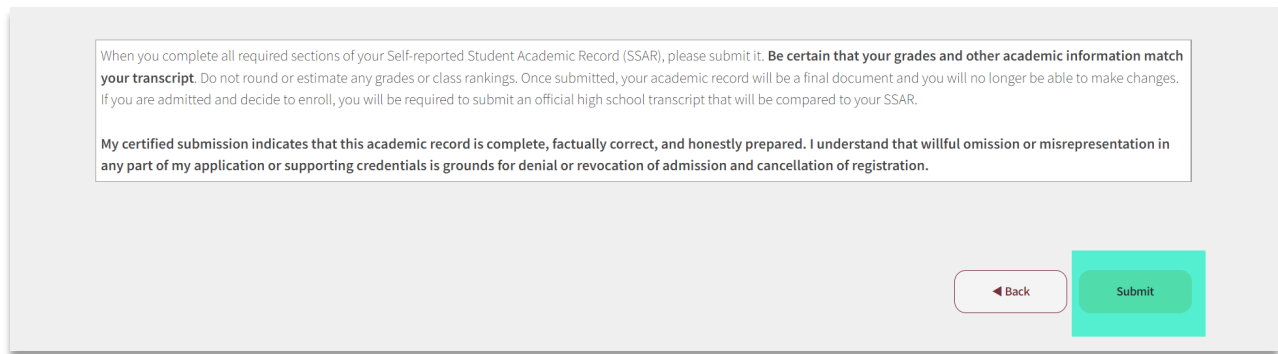



3

[Support](#)

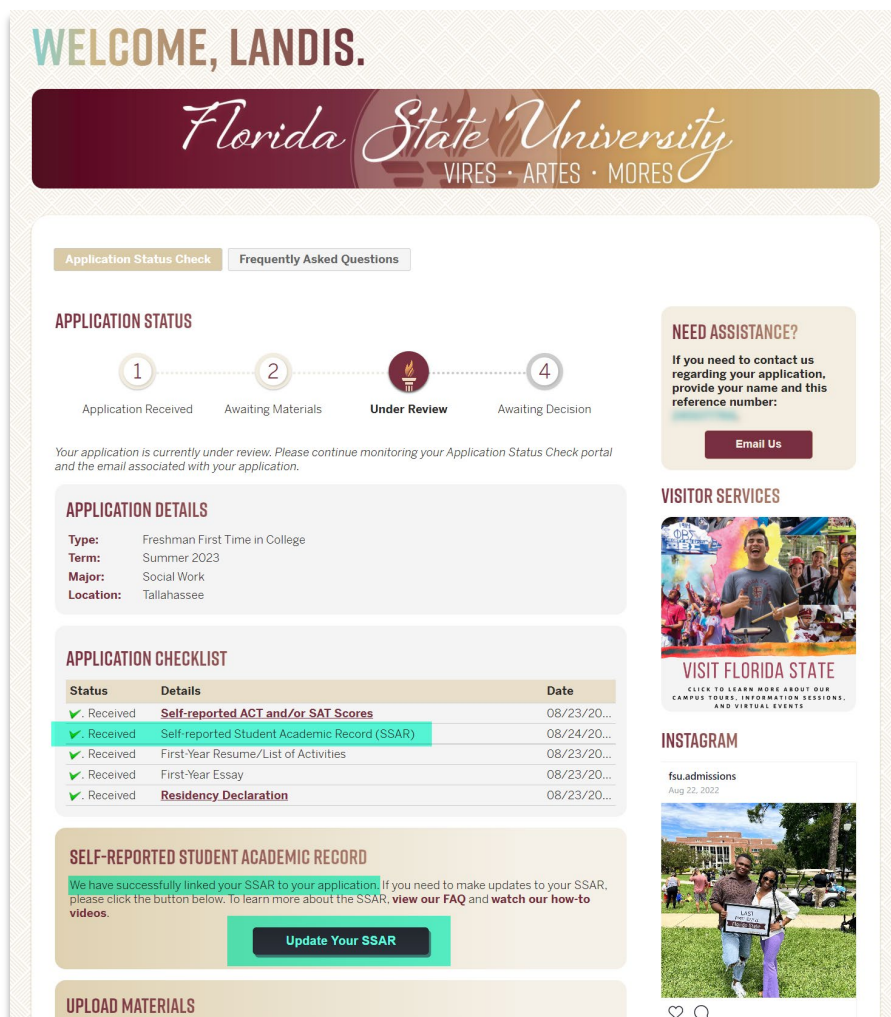
3

8. Select “Submit” to submit the SSAR.



9. Allow some time for our office to ensure it has been linked correctly. (typically 24-48 hours)

10. To ensure that the SSAR has been received by FSU, applicants will need to log in to their **Application Status Check** and look for a **green check mark** next to the application checklist item. Additionally, the Self-Reported Student Academic Record box will update to say that we have successfully linked your SSAR and the button will display the option to “Update Your SSAR”.



11. If additional assistance is needed, check out our **SSAR FAQ**. We can also be reached via phone at 850.644.6200, via email at admissions@fsu.edu, or via social media!