

Procedures For Completing and Submitting College Applications

Step 1: APPLY TO COLLEGE Complete AND submit your college applications. The Common App (www.commonapp.org) website will be available **August 1st**. For non-Common App schools, use the application on the college's official website. It is the STUDENT's responsibility to submit the following items to college: application, application fee, essay, and test scores IF required from the testing center and miscellaneous components such as a portfolio or request for an audition. *Please be sure you know your Common Application EMAIL! You will use this often and colleges will utilize this email address to communicate regarding your application. Check your email!!!!*

Step 2: ADD COLLEGES TO NAVIANCE After you have applied to the college, log into Naviance Student. User name: Student ID# Password: date of birth (8 digits)

1. Choose "Colleges"
2. Click "Colleges I am Applying To." If you are using the Common App, you'll need to complete the "matching" using your Common App email. If you are not using the Common App, click, "Not Needed."
3. Add the colleges you have applied to and the type of application. Click on "Add Applications."

Step 3: TURN IN TRANSCRIPT REQUEST FORM Complete the Transcript Request Form (blue sheet) available in the Student Services office. Fill out one form for each college that you are applying to and bring forms back to the office.

*Transcripts will **NOT** be sent unless you have completed Steps 1, 2, 3!*

Teacher/Counselor Letters of Recommendation Requests in NAVIANCE

Tips: Maximum request: 2 Academic Teachers, 1 School Counselor

*Many colleges do not require letters. If they do not require - they are **not** reading them!*

1. Ask your teachers if they are willing to write you a letter.
2. Log into Naviance and click on About Me...then Surveys "not completed"
3. Find & Complete Teacher and/or Counselor Recommendation Surveys
4. Next, Choose the COLLEGES tab in Naviance
5. Click on Letter of Recommendation & Add Request button in the upper right corner
6. Select a teacher from the drop-down menu and select the first option: "choose specific colleges from your colleges I'm applying to list"
7. Select EACH college you would like that specific teacher to send a letter.
8. Repeat for each teacher request and submit

Teachers will receive an email from you with the letter request and listing the colleges to which they will send their letter. You will not be able to view the letter.

Follow Up with Thank you note/email to your teacher!