



College Application Instructions

Naviance

Colleges I'm Applying To

- If you are using the Common Application, you must match your Common App account with your Naviance account by clicking the "match accounts" button
- Be sure to add all the colleges where you plan to apply
 - Make sure you indicate **how** and **when** (EA, ED, Rolling, etc.) you plan to apply

Teacher Recommendations

- Check in with the teacher(s) you have asked for a recommendation and ensure they know your EARLIEST deadline
- Request your teacher recommendation letters in Naviance under **Colleges --> Recommendation Letters --> Add Request --> Choose your teacher from the drop-down menu --> Indicate which schools they should send a letter to --> Select Submit**
- Do NOT request any recommendation from Radnor teachers on Common App - request via Naviance only
- Do NOT request a letter from your counselor via Naviance OR Common App. The counselor letter goes with your transcript.

If you add a college to your list in Naviance AFTER you request a teacher letter, you must notify your teacher of the update.

Requesting Transcripts & School Documents

- Request a transcript in Naviance under **Colleges --> Manage Transcripts --> select the red "plus sign" --> College Application Transcript --> initial transcript --> select colleges(s) --> click "Done"**
- Your individual counselor meeting must occur at least two weeks prior to your earliest application deadline.

You must request a transcript AT LEAST ten school days prior to your EARLIEST application deadline.

Counselor Appointments

No school documentation will be sent without an individual meeting with your counselor. Students will schedule application meetings with their College & Career Counselor starting in September.

Mrs. McGavin-Wiedlich
(A - Go)

Mrs. Pace
(Gr - N)

Mrs. Gough
(O - Z)

For **Early Applications** (rolling admissions or Oct/Nov deadlines), schedule your appointment by October 1st.

For **Regular Decision** (Dec/Jan/Feb deadlines), make your appointment prior to November 15th.

Common App

- Create a Common Application account at www.commonapp.org.
- Add Colleges under **My Colleges** and begin to complete both the Common App and the school specific portions of the application.
- Pay special attention to additional questions/writing supplements individual colleges may require.
- Information you will need:
 - Graduating Class Size: 312
 - Class rank: none
 - Weighted GPA Scale: 4.0
 - List of senior year courses
 - Course scheduling system: semester
- Once you complete the Education Section of the Common App, click on **Recommenders and FERPA** under one of your colleges on the left of the screen. **Complete ONLY the FERPA section** (do not request recommendations) and **waive your rights**.

Additional Steps & Reminders

- Attend **Senior Application Night** on September 7, 2023 in the RHS Auditorium at 6:30 PM.
- Complete your Junior Questionnaire in Naviance, if you haven't already.
- Check the admissions pages of each college you are applying to confirming application timelines and requirements.
- Send all SAT/ACT/etc. test scores you want considered with your application. Counselors DO NOT send scores.
- Submit college applications through Common App/Coalition/School-Specific App whenever they are ready by the appropriate deadline, and be sure to **request a transcript** AT LEAST ten school days prior to your deadline.
- **Check email regularly for messages from colleges** about creating accounts, accessing portals, and next steps. This could include important information about missing pieces of your application. Tip: Consider creating an email account exclusively for the college process.
- Complete a **Self-Reported Academic Record (SRAR/SSAR)** and submit to colleges that require it. SRARs are due on the same date as the application.
- Collegebound student-athletes: ensure you register with the **NCAA Eligibility Center**.
- Complete/submit the **FAFSA** (fafsa.gov) and any other required institutional financial aid forms by the deadline specified by each college. The FAFSA will be available in mid-December.