

College Application Quick Guide

Make a list of the colleges you plan to apply to

- Visit the Undergraduate Admissions Website of *each* school on your list
- Look at the application option(s) offered by each school and note the application you will complete by school.
- Review application deadlines.
- Research required materials to submit in addition to their college application.

Complete the college application online in its entirety

- Where do you go to apply to a college?
 - Visit the Undergraduate Admissions Website of the school
 - The admissions website will indicate how to apply and the application(s) offered.
 - If the college offers one application to complete, you must use that application.
 - If the college offers more than one application as an option, select the application of your choice.
- Take your time. Applications are savable.

Submit the college application & pay the application fee if required

- Make sure you *submit* the application. It's always a good idea to double-check.
- Typically, you will receive a confirmation email after submission.
- Many colleges/universities have an application fee. Fees must be paid for your application to be complete.
- If you qualify for a fee waiver, be sure to indicate that on your college application. See your counselor if the college needs a fee waiver form submitted to them.

Send your SAT/ACT Test Scores to the colleges from the testing agencies

- Research testing information on college admission websites to see if SAT/ACT scores are required or not required. If the school is test-optional, read their policy.
- To send *official* SAT/ACT test scores to colleges, they must be sent directly from the testing agencies.
 - To have your official scores sent to colleges, log into your SAT and ACT accounts (www.collegeboard.org for SAT and www.act.org for ACT). Your accounts will walk you through how to do this. You can type in the names of the colleges or enter the SAT/ACT 4-digit code for the colleges (which can be found on the college website).
 - When registering for the SAT/ACT, you can also choose to have them sent to colleges once your scores are available.

Send other *required* additional pieces of information to the colleges

- Some colleges require a teacher letter of recommendation, and some do not. Be sure to check each school's requirements.
- If you would like a teacher letter of recommendation sent to a college, you must make a teacher letter of recommendation request for the college in Naviance. *Visit the Naviance home page, Schoology or Team 2024 website for a video tutorial on making a teacher letter of recommendation request in Naviance.*
- If you find that a college requires a counselor letter of recommendation, contact your counselor in Schoology.
- Teacher and counselor recommendations are submitted via Naviance to colleges.
- Check admissions sites for other *required* materials needed for review.

Request your Transcript in Naviance for the college

- In order for your high school transcript to be sent to a college, you must make a transcript request for the college in Naviance. *Visit the Naviance home page, Schoology, or Team 2024 website for a video tutorial on making a transcript request in Naviance.*
- The video explains the two different ways to make a transcript request in Naviance.
- High school transcripts are submitted via Naviance to colleges.
- Before making a transcript request for a college in Naviance, you **must be absolutely certain** of the **application** you are using for the college.
 - You **must** mark if applying "**via Common App**" or "**Direct to the Institution**" for the transcript request to be sure it attaches to your application accordingly.
- If you are completing the Common Application, the "Common App Account Matching" must be complete in Naviance in order for your transcript to be sent to the institution. *Visit the Naviance home page or Schoology for the Common App Account Matching Quick Guide which includes instructions on matching your Common Application account to your Naviance Student account.*

Check your application status

- After you submit a college application, you typically will receive instructions from the college for creating an account with their institution.
- Your account will allow you to see items received by the college and pending or to-do items needed for review.
- Many colleges will also include the status of your application (Complete, Incomplete, Under Review, Decision made, etc.).
- Your counselors do not receive updates on your application or if any items are missing- you must take ownership of your applications.