

COLLEGE APPLICATION INSTRUCTIONS

The Common App

- Create a Common Application Account, [Common App](#) Save your username and password!
- Add colleges under My Colleges. Select the College Search tab to locate and add a college to your list.
- Begin to complete the application. Make sure to complete the school specific portions of the application in addition to the main Common App. Pay special attention to additional questions/writing supplements that individual colleges may require.
- Information you will need:
 - Graduating class size - 345
 - Class rank - None
 - Weighted GPA Scale - 4.0
 - Course Scheduling system - Semester
 - List of senior year classes
- 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.
- As you complete sections, you will see a green check mark for completed sections. If you do not see a green check, the section is incomplete.



Naviance

Match Naviance and Common App

- If you are using common app, you must match your Common Application to Naviance. To do so:
 - Log onto your Naviance account.
 - Click on **Colleges** at the top of the page.
 - Click on **Colleges I'm Applying To**.
 - Click on **Match Accounts** at the top of the page.
 - Enter your log in information for your Common App and click **Match Accounts**.
 - After entering your login information, your accounts should match and you should be redirected back to Naviance.

Colleges I'm Applying To

- Add colleges you plan to apply to under this tab. You will need to manually add schools that do not accept the Common App. Use the blue + button on the **Colleges I Am Applying To** page. Be sure to indicate your application type (RD, EA, ED,...) and how you plan to apply (direct to the institution...)

Teacher Recommendations

- Letters of recommendation should not be sent without a previous in person discussion with your teacher and submission of the Teacher Recommendation Form. Once these tasks are complete, you can submit an electronic recommendation request in Naviance.
- Go to the **Colleges** tab
- Select **Letters of Recommendation** under the **Colleges I Am Applying To Tab**.
- Select Add Request and choose a teacher from the drop down menu.
- Select the first option, **General Request**.
- In the Notes box, specify your first college deadline.

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College Meetings

- Attend a senior seminar during Lunch & Learn the second week of school. This is a required meeting.
- Schedule a senior meeting with your counselor. No school documents will be sent without an individual counselor meeting.
 - For **Rolling and Early Applications** (Oct/Nov) deadlines, schedule your appointment by October 1st.
 - For **Regular Decision Applications** (Dec/Jan/Feb deadlines), schedule your meeting prior to November 15th.

Test Scores

- If you are applying test-optional, you do not need to do anything.
- If you wish to submit or are required to submit official test scores, you must do so through the College Board or ACT websites.
- [College Board](#)
- [ACT](#)
- The UHS Counseling Center can NOT submit students' scores.
- Many colleges allow students to self report scores on their Common Application. When students select this option, they do not need to send an official score report unless they are admitted and choose to enroll.

Application Document Requests

- Before UHS can release your materials (transcripts, teacher recommendations) to colleges, you must grant us permission to do so by submitting the Transcript and Recommendation Release Request.
- Use the Counselor specific link on the School Counseling Website. Click on Career and College Planning, then click on Forms. make sure to select your counselor's form.
- You must submit a form for each school you apply to.
- Forms must be submitted **at least 10 days prior** to a college's application deadline. Feel free to submit forms more than 10 days in advance.
- Remember: you may submit your application whenever you are ready. You do not need to wait for your school documents to be sent.



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SRAR

- Some colleges and universities require students to complete the Self-Reported Academic Record (SRAR). If required, a student's application is not complete until this form is submitted. It must be submitted by the college's deadline. Note: Some schools require students to submit their application for admission before they can submit the SRAR.
- Click [here](#) for schools requiring the SRAR: SRAR Support Center
- If required, complete the SRAR. Go to: [SRAR Login](#)
- Look for the login box on the right-hand side of the page and click "Create SRAR Account."
- Be sure to clarify which email you used for your application for admission.
- You should use the same email to create your SRAR account to ensure easier matching of your record and application. If you haven't started filling out applications yet, be sure to use the same email address for all of them to ensure continuity.
- Note: Do not use a shared or family email address and do not use the same address that a sibling used to fill out the SRAR.
- Be sure to save your email and password in a safe location.
- Fill out the login information, confirm your email, and create your account.
- Log back into the system and fill out your information, starting with Core Coursework, moving to grades, and then test scores.

SRAR (Cont.)

- Save your information and log in back in at a later time to continue your progress.
- Link your SRAR with your college applications.
 - When you've finished, save your information in your SRAR account.
 - Then login to the first college or university on your list that uses the SRAR.
 - Find that specific application "link" option, and be sure to save your progress in that specific school's application once you've linked your SRAR.

Note: Different schools may interact with the SRAR in different ways; however, manually linking the SRAR and the rest of the application is typically necessary. So, even after you've input all your data, remember that you're not quite done. Go and check on all of your SRAR-school applications and be sure that you've linked every application with your SRAR.

Additional Steps & Reminders

- If not already done, complete the Counselor and Teacher Letter of Recommendation Request Forms. Parents should complete the Parent Information sheet.
- Check the admissions pages of each college you are applying to to confirm application timelines and requirements.
- Complete the FAFSA and CSS Profile, if required.
- College athletes - register with the NCAA Eligibility Center.
- Check email regularly for messages from colleges about creating accounts, accessing portals, and next steps.