Senior Steps for College Applications:

1. **Complete the Online Transcript Release Form**
   Found online on the NASH School Counseling site under College Application Procedures for Seniors. You and your parents must grant permission to release your transcript to any institution listed in your NAVIANCE account and/or scholarship you request. You MUST do this so that we have permission to send your official transcript. **You only need to do this once.**

2. **Begin your applications either through the Common Application or the college website.**
   You should not wait until you complete your applications before moving on to the next steps. We all need to be working together at the same time. Submit your applications when you are ready. You do not have to wait for other materials to be uploaded before you submit. **Do NOT use the Coalition App. It does not work well with Naviance.**

3. **If you are applying to colleges through the Common Application, you must match your Common Application and Naviance Student account. If you are not applying to Common App schools, skip this step.**
   a. FERPA - You must first complete the entire Education section on the Common App tab, add a college to your Common App list, then sign the Recommenders and FERPA section (waive your right to see recommendations) under your "My Colleges" tab in your Common Application.
   b. Matching – Go to "Colleges I'm Applying To" on your Naviance account and click "Match Accounts" in the red banner at the top. Follow the instructions to match accounts.

4. **Add your colleges to your "Colleges I'm Applying To**" list by clicking the large blue plus sign. You MUST make sure you have the CORRECT DEADLINES listed after each college. Click the EDIT button to change deadlines.

5. **Request transcripts** in "Colleges I'm Applying To" in Naviance. Check the box for an Initial Transcript be sent. Check the box in front of each school and click "Request Transcripts" at the top right of the list. Click Done. You can keep track of your transcript requests under "Manage Transcripts" on "Colleges I'm Applying To."

6. **Request teacher letters of recommendation**.
   Click "Colleges" tab at the top of Naviance home page, and then "Letters of Recommendation" under Apply to College. Click "Request Recommendation."
   - Select **Teacher Letter Type.** Choose your teacher from the drop-down box and check the box next to each college who should receive that teacher's letter. Click Submit. If you are choosing more than one teacher, select the next teacher from the drop-down box and follow the same process.
   - If your school requires a counselor letter, you must complete a Counselor Letter of Recommendation form (found on NASH counseling website) and email it to your counselor at **least 2 weeks** before your deadline.
   - If you have an **"other**" letter of recommendation (coach, employer, pastor, etc.), you cannot request their letters through your Naviance account. You must invite him/her through the Common Application under the individual college for Common App schools. For all other schools that accept an "other" letter, follow their directions on how to submit those.

7. **SAT OR ACT SCORE REPORT**
   a. **If you are applying test optional,** you can skip this step but check with school to see if there are other requirements for students applying without a test score.
   b. **If you are applying with a test score:**
      For schools that require official test scores, send test scores through testing websites (College Board or ACT). Please note it can take up to 2 weeks for your scores to be sent. Plan ahead and pay attention to deadlines. Some schools will allow applicants to self-report test scores, which means you don't have to pay to send your scores. Check each school's application requirements to be sure.