College Application Procedures

We strongly encourage you to use the Common or SUNY applications. If you are using any other application (Coalition, Black Common App or college-specific), specify that on your Transcript Request/Release form.

STEP 1: Create a Common App or SUNY Account - Go to www.commonapp.org or www.suny.edu/applysuny/

1. Click ***Create an Account***
2. Fill in the required fields (use a personal email account that you check regularly)
3. Log in
4. Add your colleges using the college search tab

STEP 2: Log In To Naviance Student - https://student.naviance.com/rhshs

1. Click ***Colleges I'm Applying to*** in the ***Colleges Section***
2. Click the ***Match Account*** button in the upper right-hand corner
3. Follow the prompts to match your Common App account to your Naviance Student Account
4. Complete the FERPA waiver by following the on-screen prompts:
    - Check all the appropriate boxes, sign, and save.
    - **Note:** You will be given a choice to waive or not to waive your right to review documents. We recommend that you check the box for ***"I waive my right to review all recommendations and supporting documents..."*** - colleges want to know that your recommenders feel free to write openly and honestly.

STEP 3: Add Additional Colleges to Your Naviance Student Account

1. Many colleges will pre-populate once you have linked your Common App account to your Naviance Student account. However, if they do not or if you need to add additional colleges, follow these instructions:
    - Under ***Colleges I'm Applying To,*** select ***the blue (+) button*** at the top right corner.
    - Search for your college.
    - Select the application type from the drop-down menu (regular decision, early decision, etc.). ○ Select how you submitted your application (Common App, Direct to the Institution, etc.).
    - Click ***Add Application***.

STEP 4: Letters of Recommendation

To request a letter of recommendation from someone in the Rush-Henrietta CSD, you should ask them in person and then request it in **Naviance**. Stay within the ***Colleges tab***, and select the link for the ***Letters of Recommendation.*** Select the teacher or person, and select the college(s). You can add a personal note if you want and then hit submit.

STEP 5: Transcript Request Form

After you fill out your application(s) in its entirety, submit it. Then, complete an RH Transcript Request Form (Green Sheet) and turn it in to Mrs. Ottman in the Counseling Center. You can list up to 10 colleges on each form. Without this form, we are not authorized to send any records on your behalf, nor will we know which college you have applied to. Be sure that any schools you are applying to or have applied to are listed in your Naviance Student account.