COLLEGE APPLICATION PROCESS USING NAVIANCE:

1. **Complete Application Online** *(If you are **applying via Common Application**: You will need to create an account through Common App website and sync with Naviance…review separate Common App handout).*

2. **Request Transcripts on Naviance**
   -Click on "**Colleges I'm Thinking About"** to view your list
   -Move College(s) to application list by Checking box and clicking **"Move to Application List"**
      -Choose the **Application Type** (Regular Decision, Early Decision, Early Action).
      -Click **Request Transcript**: *Allow **3 Business Days** for processing of transcripts*
         <u>*(Ex:Deadline=Nov.1, Request on or before Oct. 30).*</u>

   > **If the college(s) you are applying to is not listed:**
   >
   > -Click **"Add To This List"** and click "**Lookup"** or "**Search"** to find school

3. **Request Letter(s) of Recommendation*** (if applicable)
   1). Speak to Teacher/Counselor and **ASK** if they are willing to write a letter of recommendation for you. **Provide** them with a <u>**Counselor or Teacher Recommendation Form**</u> (forms located in the Counseling Office and on school website) & copy of your <u>**student resume/brag sheet**</u>.
      GIVE AT LEAST A 2 WEEK NOTICE

   2). **Request Letter on Naviance** after speaking to teacher/counselor in person
      -Click on "**Colleges I'm Applying to"**
      -Find box titled**, "Teacher Recommendation"** and Click **Add/Cancel Requests**. Select name of teacher/counselor and submit request. Write in box specific schools, due dates and additional information.

   *Common App School REQUIRE a Counselor Recommendation

4. **Send official ACT/SAT scores***
   -ACT Website: www.actstudent.org
   -SAT Website: www.collegeboard.org
   *PSAE ACT scores (ACT taken Junior Year at School in April) are included on your official transcript

   > ## FAQ's
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   > *How do I know if I need Letters of Recommendation?*
   > -Click on College and review "**Admissions" tab** to determine application requirements (essay, letter(s) of rec, etc.)
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   > *How do I know if the school I'm applying accepts Common App?*
   >
   > *Can I request a transcript to be sent in the mail or can I get a hard copy?*
   > Yes, you can see the Registrar located in the Guidance Office. The cost is $3.00 per transcript. Transcripts requested on Naviance are FREE.

5. **Track Application components on Naviance**
   -View "Colleges I'm Applying to" to see when/if transcript(s), letters of rec, etc. have been sent

   -For schools that use the Common Application, you **MUST** answer the question, "**Applying via Common App"** for each college and update your info. Click on "unknown" and select "yes" if you are using the common app or "no" if you are not. If Applying via Common App, please refer to the separate **Common App handout**.

   -When you receive a decision from the college, Return to the **Colleges I'm Applying to** section and click the 🖉 under **Actions** to update your **Status** (Accepted, Waitlisted, etc.)

   > ## Quick Application Checklist:
   > ✓ Complete Application & Essay/Personal Statement (if applicable)
   > ✓ Submit fee or Fee Waiver
   > ✓ Letter(s) of Rec (if applicable)
   > ✓ Counselor Verification Form (if applicable)
   > ✓ Transcripts
   > ✓ ACT/SAT scores