

College Application Process Sheet Instructions

Please read all instructions below carefully. Each step is necessary to make sure your college applications are completed correctly, and colleges receive everything they need to make an admissions decision. If you have questions after reading the information below, please contact your counselor.

*Please make sure to apply to your schools **before** submitting your cap sheets.

LOGGING TRANSCRIPT REQUESTS: Before the counseling office can work with your application you must log each college into your Naviance account. To do this, click "colleges" on your Naviance home page. Next, click "colleges I'm applying to" and then click the large blue plus sign on the right of the page. Follow instructions to add your college.

SELECTING AN APPLICATION OPTION: For almost all applications, you are applying "Regular Decision", but sometimes you may select Early Decision or Early Action. Here is what each option means:

Regular Decision - The most common way to apply. You apply by the college's deadline and wait for an answer during the college's regular decision period. This can be "fixed" meaning all students receive an answer at the same time, or "rolling" which means applications are reviewed and students are notified on an ongoing basis.

Early Action - In this option, you apply to the college by their Early Action deadline, and in exchange, the college informs you of an admissions decision earlier than the regular notification period. This option is non-binding, meaning you can still apply to, and attend other colleges or universities.

Early Decision - You can only apply to one school Early Decision, and if you are admitted, you are making a binding commitment to attend that college and withdraw all other applications. You must be 100% certain this is your first choice and that you will attend if admitted. Typically your parents and counselor have to "sign off" or approve your Early Decision application.

UNOFFICIAL TEST SCORES: The counseling office will gladly send copies of any of your test scores. Most colleges accept test scores sent "unofficially" through our office (but it is up to you to determine what an individual college requires). Some notable local exceptions that require an official copy from the testing company are Penn State, Temple, and Leigh Universities, along with the NCAA. If the college requires test scores directly from ACT or SAT, you must request and pay for them online (www.actstudent.org or www.collegeboard.com) or add them to your test registration prior to test day.





COUNSELOR RECOMMENDATION: If your college requires a counselor recommendation, your counselor will gladly write one. Prior to this, however, you must ask them in person and fill out the "**Senior Brag Sheet**". This form can be found on our Naviance home page. Click your initials in upper right corner, then "Surveys From Your School". From this page, click "Senior Brag Sheet". You should email your counselor once your sheet is complete so they know they can begin writing your letter. *Counselor recommendations do not count towards teacher recommendations.*

TEACHER RECOMMENDATIONS: If your college requires teacher recommendations, you must follow the steps below:

- Ask your teacher in person to write you a recommendation. If they agree to write one for you, log your request in Naviance.
- To log your teacher request, click "Colleges" on the top of your Naviance page.
- Next, click "Letters of Recommendation".
 - From here, from the pull-down menu, select the teacher's name you are asking for a recommendation.
 - Choose which college this request is for or select the "all schools" option.
 - Include a message for that teacher in the box below.
 - Hit "submit request".

NOTE: You can only request letters for schools that require them, and no more than the school will accept. Please check this before asking teachers to write for you. You will be able to check the status of your recommendation letter from this page as well.

FOR COMMON APPLICATIONS

LOGGING A COMMON APPLICATION REQUEST: Some schools accept the Common Application (aka Common App Exclusive). When you add a Common App Exclusive school to Naviance, you will see the  icon. If the school has options for both Common App and non-common app, it will show  next to the school's name. In this case, YOU MUST CHOOSE HOW YOU ARE APPLYING by clicking on the edit pencil and selecting an application option. Your options are "Via Common App", "Direct to the Institution" or "I'm not sure yet". If you select Common App, the icon will change to . If not common app, and you select the institution's app, it will change to .

MATCHING YOUR COMMON APP TO NAVIANCE: click "colleges" at the top of your Naviance page and click "colleges I'm applying to". At the top of the page, you will see a button to "match accounts". Before you can match your Naviance account to Common App you must create a Common App account and fill out the FERPA waiver on your Common App (see instructions for this below). Once you have done this, enter the email used to apply to Common App, verify your Date of Birth is correct, and select the "Match Accounts" button. The counseling office cannot send any materials for you if your Naviance account is not matched to the Common App.

COMPLETING THE FERPA WAIVER: Log onto Common App, click on one of your colleges and then click "Recommenders and FERPA". YOU ONLY HAVE TO COMPLETE THIS ONE TIME.

You will be asked to agree to allow your school to send your transcripts, and will be asked to waive your rights to view your recommendations. Again, the counseling office cannot send any documents for you until these questions are answered.