

College Application Checklist

Teacher/Counselor Letters of Recommendation IF NEEDED:

- First**, fill out the “Teacher/Counselor Letter of Recommendation Form” in Naviance under the “About Me” tab on the left hand side
- In Naviance, add at least one college you are applying to, to your “Colleges I’m Applying To” list under the “Colleges” tab. This allows teachers to mark your letter complete.
- At least 2-3 weeks prior to your deadline, ask your teacher/counselor **in person** for your letter. Only ask for as many letters as needed.
- If they say yes**, go to Naviance, “Colleges,” “Colleges I’m applying to,” and under “Teacher Recommendations” “Add/Cancel Requests”. Add the teacher/counselor and in the notes section, put the **date your application is due** as well as any other information you would like.
- Write thank you notes for the people writing you letters. They are doing this on their free time!

Applying via the Common App:

***Recommended only if 3 or more schools are on Common App

- Create your Common App account, fill out the Common App sections, add colleges to your account, and fill in the required college sections. Make sure you know what you need to send to each college (test scores from ACT/SAT website, etc.).
- Complete the FERPA waiver in the Common App. This is done in the college section and only needs to be done once to check off for all of your schools.
- In Naviance, under “Colleges” and “Colleges I’m Applying To,” type your email in the Common App Matching section and submit.
- In Naviance, add colleges you are applying to in your “Colleges I’m Applying To” list under the “Colleges” tab (if it is not there)
- In your list of colleges (“Colleges I’m Applying To”), under the column “Applying via Common App?” fill in **yes**
- Find out if you need teacher or counselor letters of rec and ask teacher(s) (see above).
 - Do NOT request teachers/counselors in the Common App. Only request outside references this way.**
- Submit your applications
- After** you submit, come to the College and Career center and fill out the blue transcript request form. Turn in with \$5. You need one form per school and \$5 per form. Should be turned in at least 5 business days prior to application deadline.

Applying via the University's Website:

- In Naviance, add colleges you are applying to to your "Colleges I'm Applying To" list under the "Colleges" tab.
- In your list of colleges ("Colleges I'm Applying To"), under the column "Applying via Common App?" fill in **no**
- Find out if you need teacher or counselor letters of rec and ask them (see Letter of Rec section above).
- Create your application account and fill it out. Make sure you know what you need to send to each college (test scores from ACT/SAT website, etc.).
- Submit your applications
- After** you submit, come to the College and Career center and fill out the blue transcript request form. Turn in with \$5. You need one form per school and \$5 per form. You need to fill out the blue form even if your university sends an email request for transcripts. Should be turned in at least 5 business days prior to application deadline.

Miscellaneous:

- Fridays in October and November (10/16-11/13), drop in to the College and Career Center for questions on the application process. **No appointment necessary!**
- Naviance Login: Student ID Password: 8 digit birthdate
- Still have questions? Make an appointment to see your counselor.