PROCEDURES FOR APPLYING TO COLLEGE
2018 – 2019

Part 1: Prepare to Request Documents & Submit Applications

Step 1: Go to www.commonapp.org and create a user account. **Write down your log-in information.** Utilize the **"Common Questions for the Common App 2018 – 2019"** instruction document to assist you in filling out this application. For schools that do not accept the Common App, follow the application instructions on the college's official website. Either use the **Coalition App** (http://www.coalitionforcollegeaccess.org/) or the **college's individual application**.

Step 2: Complete your waiver forms. The **first** waiver is an electronic version in your Common App account – in the *My Colleges* tab look for *Recommenders and FERPA* on the left side. Under *FERPA Release Authorization* click on *release authorization*, read through the prompts, then check the boxes. It is highly recommended that you select "I waive my right to review…" indicating that you are waiving your right to review your letters of recommendation. Your selection can't be changed once you complete this process. The **second** waiver is a paper copy "Recommendation Waiver Form" that you MUST provide to your counselor. You may have completed this during 11th grade with your counselor feedback questionnaires. This must be turned in before your counselor will submit any documents to colleges.

Step 3: Once you've completed Steps 1 & 2, you can MATCH your Common App and Naviance accounts. In Naviance, click *Colleges*, then *Colleges I'm applying to*. Look for the pink box to "Match Accounts". Be sure to enter the accurate email address that you used for your Common App account. If you receive an error message with the matching process, follow the recommended notes on the screen or see your counselor for assistance.

Step 4: Update your college list. In your Naviance account, click on *Colleges*, then *Colleges I'm applying to* and add all of the colleges to which you are applying **AND** your admission type (ED, EA, RD, etc) **AND** the application you are using to apply (Common App, for example). **It is important to update this list with ALL colleges to which you are applying – both Common App and non-Common App colleges – before you move forward. It is very important to make sure every college has a DEADLINE DATE listed, as these are the dates that counselors and teachers will use to submit your documents to colleges on time. FAILURE TO HAVE ACCURATE DATES, OR LEAVING DATES BLANK, WILL RESULT IN YOUR DOCUMENTS NOT ARRIVING TO A COLLEGE ON TIME! If you can't get a deadline date to appear: First, the college may not have the admission plan you are seeking, so select a different one. But, you MUST see any counselor if you can't get a date to appear so we can manually enter one for you, especially for rolling admission colleges. We MUST enter a deadline date for you if no date will appear; otherwise, your documents will not be sent.**

Part 2: Apply to College & Send Test Scores – Ongoing Process

Work on your college applications over time. You do not need to apply to a college (click "submit") before you make transcript/letter of recommendation requests. The order in which items arrive to a college is not that important, as long as everything arrives by the deadline. **It is the STUDENT'S responsibility to submit the following items to colleges: application, application fee, essay, activity sheet/resume, and additional components such as a portfolio or request for an audition.** You are also responsible for your **test scores**, which must be sent directly from the testing agency (College Board and/or ACT) to the college. Score reports have a fee and take about two weeks of processing time, so plan ahead.

Part 3: Requesting Documents

You must allow a minimum of ONE MONTH to process your teacher recommendation requests and 15 SCHOOL DAYS to process your transcript requests!

Teacher Recommendation Requests: Please do not proceed with this process until Step 4 is complete and you have a deadline date listed for every college. This process must be completed on Naviance and you must give your teachers a minimum of **ONE CALENDAR MONTH** to process your request. Refer to the **"Teacher Recommendation Process 2018-2019"** instruction document for more details.

Transcript Requests: Please do not proceed with this process until Step 4 is complete and you have a deadline date listed for every college.
Request official transcripts to be sent to your colleges, at least **15 SCHOOL DAYS (about 3 weeks)** before the deadline. In your Naviance account, click *Colleges* > *Colleges I'm applying to* > *Manage Transcripts*. To make a new request, click the pink "+" sign. Select *college application transcript*, select *Initial* as the transcript type. Since your college list should already be updated and accurate, select all of your colleges for your transcript to be sent. Click *Done*. Finalize by clicking *Request and Finish*. Then you will see a *Confirmation* page with a green box. You may check back to the *Manage Transcripts* link at any time to view the status of requested transcripts.
Note: For each transcript requested on Naviance, the Counseling Services department will send your counselor's letter of recommendation, secondary school report, and school profile to the respective college. You do not need to provide your counselor with recommendation forms or school report forms from Common App website or any college website – we use our own forms and colleges will accept them. You also do not need to request letters of recommendation or additional documents through Common App or Coalition App websites. We use Naviance for most submissions.

Follow up! To view the status of your application package, check the following websites:
- Application: You will likely receive log-in information for an applicant portal from each college; check those often for status updates.
- Transcript and Letters of Recommendation: Log in to your Naviance account to view the status.
- SAT/ACT Scores: www.collegeboard.org or www.act.org