PROCEDURES FOR APPLYING TO COLLEGE
2022 – 2023

PART 1: PREPARATION

Step 1: Create application accounts. Go to www.commonapp.org and create a **Common App** account. Utilize our **"Common App Guide 2022-2023"** guide 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, using their individual application.

Step 2: Complete your **TWO** FERPA waiver forms. The **first FERPA waiver** is an electronic version in your Common App account – in the *My Colleges* tab click on any college in your list to bring down a menu. Look for *Recommenders and FERPA*. Under *FERPA Release Authorization* click on *Complete 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 FERPA waiver**, the "Recommendation Waiver Form", was part of your counselor feedback questionnaires and should have been submitted with those forms.

Step 3: Once you've completed Steps 1 & 2, you must **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". You will be directed to your Common App account; log in. Agree to connect your Naviance and Common App accounts. If you receive an error message with the matching process, follow the recommended notes on the screen or ask any counselor for assistance.

Step 4: Update your Naviance college list so it shows accurate application types and deadline dates. In your Naviance account, click on *Colleges I'm applying to* then click on the pink + sign on the far right to add schools. Add ALL of your colleges; this also includes NCAA (D1/2). Be sure you have the correct campus for larger schools. Next, click on the "edit" icon for each college. Indicate the application you are using to apply - select **Common App** when necessary or select **Direct to the institution** if you are using anything other than Common App. Then, indicate your **App Type** (ED, EA, RD, Rolling, etc) which should populate a **deadline date that counselors and teachers will rely on for sending your documents on time**. **This is so important and must be done accurately for each college!**

Before you proceed!

It is important to update your Naviance list with ALL colleges to which you are applying before you move forward. It is 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. The only exception to this is Rolling Admission colleges, where your counselors and teachers will work on submitting your documents as soon as possible.

PART 2: REQUESTING DOCUMENTS
(opens on 9/16/2022 at 2:00 pm; requesting links will not be visible until this time)

Teacher Recommendation Requests: Please do not proceed with this process until Part 1 is completed and you have an updated, accurate college list. This process must be completed on Naviance and you must give your teachers a minimum of **ONE CALENDAR MONTH** to process your request. **You may only request letters from teachers that have verbally agreed to**

write for you. In your Naviance account click on *Colleges* > *Apply To College* > *Letters of Recommendation*. Click on *Add Request*. First, choose your teacher from the drop-down menu. Next, select the colleges to which your teacher's letter should be sent. You can select all of them, but note the college's max. number of letters allowed. Then, include this **REQUIRED** personal note for your teacher with the following information: **"My first college application deadline is (insert date here)."** This tells your teacher the earliest date in which you need the letter completed and submitted. If you have a Rolling Admission college, choose a date that is at least <u>ONE MONTH</u> from your request date, or type your first firm deadline date, whichever comes first. Finally, check all steps for accuracy! Click *Submit Request*.

An email has been automatically sent to your teacher with the request and the note including your first application deadline date so the teacher can make the submission on time. **You are responsible** for checking the status of recommendations and should connect directly with teachers if there are concerns about a deadline date. You can check the status of your requests anytime on the "Letters of Recommendation" screen in Naviance.

<mark>REPEAT THE PROCESS ABOVE IF YOU HAVE A SECOND TEACHER WRITING FOR YOU!</mark>

Transcript Requests: **Please do not proceed with this process until Part 1 is completed and you have an updated, accurate college list.** 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* > *Manage Transcripts*. To make a new request, find the pink + sign and choose *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*. You may check back on the *Manage Transcripts* link anytime to view the status of requested transcripts.

If you add more colleges to your list after recommendation and transcript requests are initially made, you MUST do the requesting process again for those newly added colleges.

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### <mark>When do I apply to colleges?</mark>
Applying to college is an ongoing process and you should work on your college applications over time. You do not need to submit applications before you make transcript and letter of recommendation requests. The order in which items arrive to a college does not matter, as long as everything arrives **by the application deadline**.
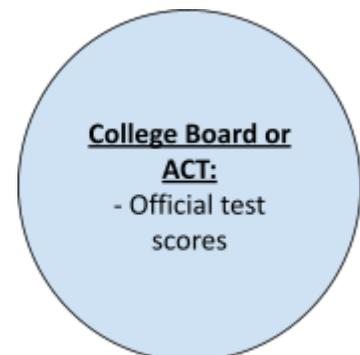
<mark>Who is responsible for what?</mark>
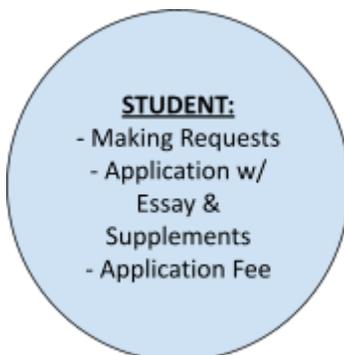
STUDENT:
- Making Requests
- Application w/ Essay & Supplements
- Application Fee
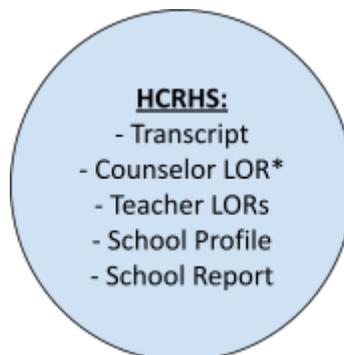
HCRHS:
- Transcript
- Counselor LOR*
- Teacher LORs
- School Profile
- School Report

College Board or ACT:
- Official test scores

*only if you have turned in your *Counselor Questionnaires & Waiver Form*

What about my counselor's letter of recommendation?

You do not need to request this. For each transcript requested on Naviance, the counselor will *automatically* send your counselor's letter of recommendation to that respective college, along with other required forms like a secondary school report and our school profile. Your counselor's letter of recommendation will only be written and submitted if you have turned in your Counselor Questionnaires & Waiver Form.

How do I send my official test scores?

You are responsible for this submission. Log in to your College Board or ACT account and submit your scores to colleges that request official score reports. There is a fee per college. Be sure you are sending scores to the correct campus of the college. We recommend about two weeks of processing time for score submissions.

Early Decision Applicants

If you are applying Early Decision - a binding commitment to one college - be sure to indicate this on Common App, sign the electronic ED agreement, and invite your parent/guardian to do the same. Your counselor will be alerted through Naviance that you are applying ED and they will sign an agreement as well. ED is a big commitment, so be sure you are discussing this with your counselor and/or Mrs. Nuechterlein.

I applied! Now what?

After your application is submitted, you will likely receive log-in information for an applicant portal from each college; check your email daily! This portal will allow you to check the status of your application for the college. Save these and bookmark them. The college applicant portal may show that documents are missing even though our high school's Naviance account shows they have been sent. If Naviance shows a submission as sent, we use that confirmation. Colleges can take days, even weeks, to update applicant portals with received materials. The applicant portal is also where you may find your admission decision and financial aid package.