



PROCEDURES FOR APPLYING TO COLLEGE 2020 – 2021

PART 1: PREPARATION

Step 1: Create application accounts. Go to www.commonapp.org and create a **Common App** account. Utilize our “**Common Questions for the Common App 2020 – 2021**” 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. Either use the **Coalition App** (<http://www.coalitionforcollegeaccess.org/>) or the college’s **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 look for *Recommenders and FERPA* on the left side, listed under any of your colleges. 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** is in your 2021 Google Classroom and should be completed as part of your counselor feedback forms. Be sure to complete page 6 of these forms, the “Recommendation Waiver Form”.

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”. Enter the 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 ask any counselor for assistance.

Step 4: *VERY IMPORTANT!* Update your college list so it shows accurate application types and deadline dates. In your Naviance account, click on *Colleges*, then *Colleges I’m applying to*. First, add **ALL** of the colleges to which you are applying. Use the pink (+) sign on the right side to add schools. Next, click on the “edit” icon for each college. Indicate the application you are using to apply. Select **Common App** when necessary; select **Direct to the institution** if you are using Coalition App or the school’s individual application. Then, indicate your application type (ED, EA, RD, Rolling, etc) which should populate a **deadline date that counselors will rely on for sending your documents on time**. **This 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, both **Common App** and **non-Common App** colleges, 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, which do not have a firm deadline date. Those dates may remain empty and your counselor will work on submitting your documents to “rolling” colleges as soon as possible.

PART 2: APPLY TO COLLEGES & SEND TEST SCORES (ONGOING PROCESS)

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 deadline. **It is the student’s responsibility to submit the following items to colleges: application (including essay and/or resume), application fee, 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. Log in to your College Board and/or ACT account and follow the prompts to send your scores. Score reports have a fee and take about **TWO WEEKS** of processing time, so plan ahead.

PART 3: REQUESTING DOCUMENTS (available 9/18/2020)

Teacher Recommendation Requests: **Please do not proceed with this process until Steps 1-4 are complete and you have an updated 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. Refer to the “**Teacher Recommendation Process 2020-2021**” instruction document for more details.

Transcript Requests: **Please do not proceed with this process until Steps 1-4 are complete and you have an updated 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 > Colleges I’m applying to > Manage Transcripts (right side, teal color letters)*. To make a new request, click the pink (+) sign. Select *College Application Transcript*, then *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 anytime to view the status of requested transcripts.

What about my counselor’s letter of recommendation?

For each transcript requested on Naviance, the Counseling Services department 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**. You do not need to provide your counselor with recommendation forms or school report forms from Common App or any college website. You also do not need to request letters of recommendation through Common App or Coalition App websites. We use Naviance for requesting and submitting these documents.

Now what? Follow up! To view the status of your application package throughout the admission cycle, check the following websites:

- Application: You will likely receive log-in information for an applicant portal from each college; check those often for updates.
- Transcript and Letters of Recommendation: Log in to your Naviance account to view the status. (click *Manage Transcripts* or click *Letters of Recommendation*)
- SAT/ACT Scores: Log in to your account on College Board and/or ACT to see if scores have been sent. Also check your applicant portal on the college websites to see if they’ve been received.