

# College Application Instructions: How to Get it Done at EHS

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## Checklist for Completing Applications

- Attend small group senior meeting to receive transcript and college planning guide
  - Narrow down your college list – meet with your counselor if you need suggestions.
  - If colleges use it, start Common Application
    - Sign FERPA in the “colleges” section
    - Match Common App and Naviance – Log into Naviance and enter the same address you are using for the Common App on “Colleges I’m Applying To” page
  - Complete online school applications
  - Request teacher letters of recommendation – if required by college
  - Fill out Pink sheet in your counselors black binder
    - Request counselor letter of recommendation – if required by college
      - Fill out Counselor Questionnaire & Parent Questionnaire
    - Request transcripts
  - Send ACT (ACTstudent.org) or SAT (Collegeboard.org) scores directly to colleges – if required
  - Complete your Free Application for Federal Student Aid (FAFSA) starting October 1
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## How to get it done...

### How to create a Common Application username and password (if needed)

1. Go to [www.commonapp.org](http://www.commonapp.org) to create a username and password.
2. Click on “Never Registered” to create a username and password
3. Note the email you use for your CommonApp – you will use it later to match your Naviance account

### How to access Naviance

1. Login to your Edina Student Portal.
2. Select Naviance icon.

## **How to request a transcript**

1. Fill out the pink “College Application Transcript Request” form located in the counselor-specific binder on the counter in Student Services
    - a. Make sure to mark what type of application you used (CommonApp, Coalition, etc)
    - b. Indicate when your application is due
  2. Complete this action for each individual college
  3. Take pink sheet out of binder and place in basket in front of Mrs. Knutson or Ms. Carlson
  4. You will be assessed a \$5 fee per transcript before graduation
- \*\*NOTE: You cannot request a transcript via Naviance\*\***

## **Adding Colleges to the “Colleges I’m Applying To” List**

1. Schools will be listed on the “Colleges I’m Applying To” list on Naviance *after* you submit your transcript request form (pink sheet) in Student Services

## **How to request a letter of recommendation**

### **(If your college(s) requires a letter of recommendation)**

1. Request letter at least three weeks prior to the application deadline in person.
2. Make sure colleges requesting a letter are listed under “Colleges I’m Applying To” in Naviance
3. Click “Colleges” then “Colleges Home” on Naviance – scroll down to “Request Transcript”
  - a. You can choose to send a teacher letter of recommendation to specific colleges or to all applications.
4. Give your teacher/counselor the following:
  - a. Teacher Recommendation Request Form (in Student Services Office or download from “Class of 2019” page on Student Services website).
  - b. If it is Common Application college, inform the teacher to fill out the Common Application Teacher Report

## **Special Notes about the Common Application**

1. Before requesting a letter of recommendation or transcript, make sure all of the schools listed in your Common Application account are listed in Naviance.
  2. Teachers have access to the Common Application Student Report via Naviance; therefore, you do not need to bring them the Common Application Teacher Form.
  3. Counselors do not need any college-specific document request forms. All documents are submitted to college admission teams through Naviance.
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