

College Application Instructions: How to Get it Done at EHS

Checklist for Completing Applications

- Narrow down your college list.
- 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
- 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

How to get it done...

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

1. Go to 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

Naviance Application Overview

Keep track of the colleges that you are applying to by using the **Colleges I’m Applying To** list. This list provides an overview of the college, the college deadline, transcript requests, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college events, and test scores.

Accessing the List

1. From Naviance Student, **Colleges > Colleges I’m Applying To**.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Akron	RD	Regular Decision May 1	N/A		Pending		Unknown
<input type="checkbox"/> American University	RD	Regular Decision January 15	N/A	requested	Pending		Accepted
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision	N/A	requested	Pending		Unknown
<input type="checkbox"/> Pennsylvania State							

2. *****If you are applying using the Common App, match your Common App account to Naviance**

Adding a College(s) to the List & Requesting Transcripts

Colleges can be added to the Colleges I'm Applying To list in two different ways:

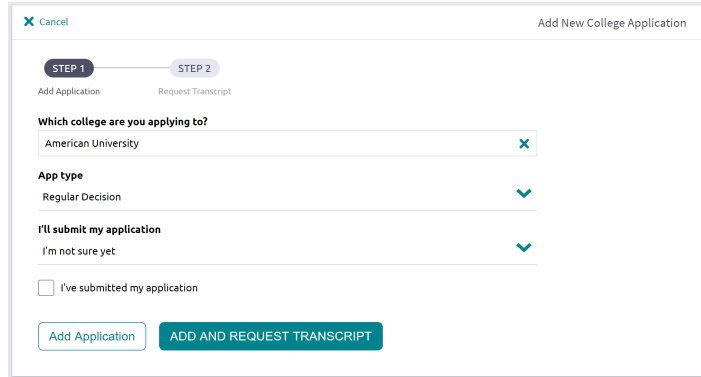
- From the *Colleges I'm Applying To* list
- From the *Colleges I'm Thinking About* list

From Colleges I'm Applying To

1. Click the **Add** button (+ sign).

The *Add New College Application, Step 1 Add Application* displays.

2. From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
3. From **App Type** click the drop-down to identify your answer.
4. From **I'll submit my application?** click the drop-down to identify your answer.
5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.
6. Click **Add and Request Transcript**.



The *Add New College Application – Step 2 Request Transcript* displays.

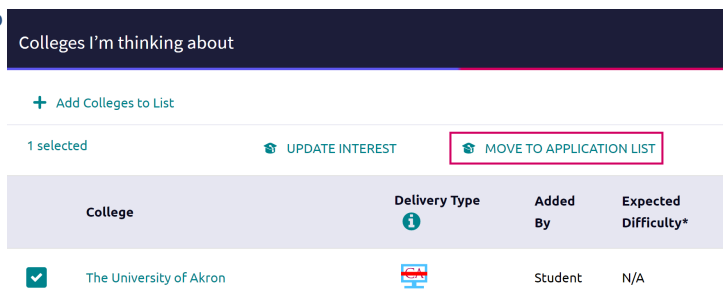
7. From **What type of transcript/s are you requesting?** select the checkbox(es) that identify your answer.
8. From **What additional materials, if any, do you want included?** select the checkbox(es) that identify your answer.
9. Review **Where are you sending this transcript?** to ensure the proper college name is displaying.
10. Click **Request and Finish**.

From Colleges I'm Thinking About

1. From Naviance Student, navigate to **Colleges > Colleges I'm Thinking About**.
2. Place checkmarks in the checkboxes next to
3. Click **Move to Application List**.

The *Move to College Applications, Step 1: Add Application/s* displays.

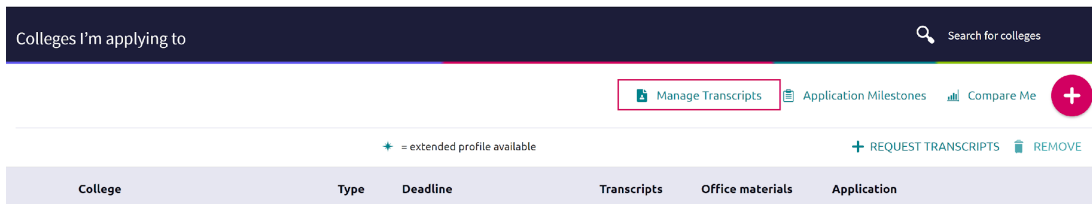
4. Use the drop-down menus to select the accurate responses.
5. If you have already sent in your application, select the checkbox labeled **I've already sent my application**. If not, leave it unchecked.



Manage Transcripts

Use Manage Transcripts to keep track of your general transcript requests, whether for college applications or scholarships.

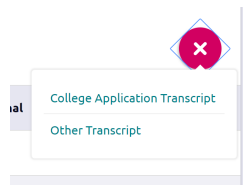
1. From the Colleges I'm applying to list in Naviance Student, click **Manage Transcripts**.



The *Manage Transcripts* page displays.

2. Here you can see all the institutions to which a transcript request has been associated.

- Use the **Add (+)** button to add either **College Application Transcript** or **Other Transcript**.



Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
2332278	American Univ	College App	04/18/18	-	Pending	Requested	-	-
2332450	American Univ in Bulgaria	College App	04/27/18	03/01/19	Pending	Requested	-	-
2333045	Pennsylvania State University	College App	04/23/18	-	Pending	Requested	-	-
2333054	PSU Altoona	College App	04/23/18	-	Pending	Requested	-	-
2332822	Rensselaer Polytechnic Institute	Scholarship	04/18/18	04/18/18	-	-	-	-

Transcript fees		
Total Requested:	\$	FEE STRUCTURE
Please see requested fee structure for your school.		
Total Billed:	\$35	Base cost per transcript:
Paid to date:	-\$0	\$5
YOU OWE:	\$35	Max cost applies up to 3 transcripts
Cost per additional transcript:		
\$10		

- Use the checkboxes and drop-downs to answer the transcript-related questions.
- Click **Request and Finish**.

Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial

Final

What additional materials, if any, do you want included?

Unofficial SAT Scores

Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference ▼

Request and Finish

Other Application Information

Letters of Recommendation

Request new and keep track of letter of recommendation requests from **Colleges > Apply to College > Letters of Recommendation**.

When adding a request, select a teacher to write the recommendation, a specific or all colleges from your Colleges I'm Applying To list, and any notes to share with your teacher.

- Request letter at least three weeks prior to the application deadline.
- The college must be entered in your "Colleges I'm Applying to" list to request the letter from your teacher.
- Give your teacher the following – Teacher Recommendation Request Form (download from the "Class of 2021" page on the Student Services website).
- Only if you need one, fill out a Counselor Recommendation packet and send it to your counselor via email. This packet is on the "Class of 2021" website.

Special Notes about the Common Application

- Do not request your recommendation letter for your counselor or teacher in Commonapp.org
- Your school must be listed in the "Colleges I'm Applying to" list to request your teacher letter.
- Teachers have access to the Common Application Student Report in Naviance. You do not need to give them the paper form.
- Counselors do not need any "school specific forms" for your application.

Fee Waiver

If you need a fee waiver for College Applications, let your counselor or their Administrative Assistant know.

Test Scores

View key test scores (**College Home > Apply to College > Test Scores**) such as ACT and SAT.