

College Application Process Guide

It's more than just a college application!

Complete the college application online in its entirety

- Where do you go to apply to a college?
 - The College/University's admissions website
- OR
- The Common Application (www.commonapp.org)

Submit the college application & pay the application fee if required

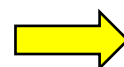
- Make sure you *submit* the application. It's always a good idea to double-check!
- Typically you will receive a confirmation email after submission.
- Many colleges/universities have an application fee.
- Fees must be paid for your application to be complete.
- If you qualify for a fee waiver, be sure to indicate that on your college application. See your counselors if the college needs a fee waiver form submitted to them.

Send your SAT/ACT Test Scores to the colleges from the testing agencies

- If the college requires SAT/ACT test scores for review, most require *official* test scores to be sent directly from the testing agencies.
 - To do this, log into your SAT and ACT accounts and send your scores to the colleges on your list (www.collegeboard.org for SAT and www.act.org for ACT).
 - When registering for the SAT/ACT, you can also choose to have them sent to colleges once your scores are available.
- If the college has a test-optional policy and you have chosen to have your SAT/ACT test scores reviewed for admission, send your official test scores from the testing agencies to the college.

Send other *required* additional pieces of information to the colleges

- Some colleges require a teacher letter of recommendation, and some do not. Be sure to check each school's requirements.
- If you would like a teacher letter of recommendation sent to a college, request your teacher letter of recommendation in Naviance. Visit the Naviance home page, Schoology or Team 2021 website for a video tutorial on teacher letter of recommendation requests.
- Check admissions sites for other *required* materials needed for review.



Request your Transcript in Naviance for the college

- In order for your high school transcript to be sent to a college, you must request your transcript for the college in Naviance. Visit the Naviance home page, Schoology, or Team 2021 website for a video tutorial on requesting your transcript in Naviance.
- Wait to request your transcript until you are close to or have submitted each college application.
- We must know the application type for the transcript request to be sure it attaches to your application accordingly (“via Common App” or “Direct to the Institution”).
- If you are completing the Common Application, the “Common App Account Matching” must be complete in Naviance in order for your transcript to be sent to the institution. Visit the Naviance home page, Schoology, or Team 2021 website for a video tutorial on matching your Common App account to your Naviance Student account.

Check your application status

- After you submit a college application, you typically will receive instructions from the college for creating an account with their institution.
- Your account will allow you to see items received by the college and pending or to-do items needed for review.
- Many colleges will also include the status of your application (Complete, Incomplete, Under Review, Decision made, etc.).
- Your counselors do not receive updates on your application or if any items are missing- you must take ownership of your applications!