

College Application Quick Guide

Make a list of the colleges you plan to apply to

- Visit the Undergraduate Admissions Website of *each* school on your list
- Look at the application option(s) offered by each school and note the application you will complete by school.
- Review application deadlines.
- Research required materials to submit in addition to their college application.

Complete the college application online in its entirety

- Where do you go to apply to a college?
 - Visit the Undergraduate Admissions Website of the school
 - The admissions website will indicate how to apply and the application(s) offered.
 - If the college offers one application to complete, you must use that application.
 - If the college offers more than one application as an option, select the application of your choice.
- Take your time. Applications are savable.

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 counselor 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, you must request the teacher letter of recommendation request for the college in Naviance. *Visit the Naviance home page, Schoology or Team 2022 website for a video tutorial on requesting a teacher letter of recommendation in Naviance.*
- If you find that a college requires a counselor letter of recommendation, contact your counselor in Schoology.
- Teacher and counselor recommendations are uploaded and submitted via Naviance to colleges.
- 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 2022 website for a video tutorial on requesting your transcript in Naviance.*
- The video explains the two different ways to make a transcript request in Naviance.
- High school transcripts are uploaded and submitted via Naviance to colleges.
- *Before* making a transcript request for a college in Naviance, you **must be absolutely certain** of the **application** you are using for the college.
 - You **must** mark if applying “**via Common App**” or “**Direct to the Institution**” for the transcript request to be sure it attaches to your application accordingly.
- 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 2022 website for a video tutorial on matching your Common Application 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.