

College Application Steps

[En Espanol](#)

1. Gather & Prepare Necessary Materials

- a. Application Organizer: List of all necessary tasks, materials, and deadlines for each college applying to. You can use this [template](#).
- b. Transcript: Lists information for all courses completed in HS. Includes GPA, Class Rank, & Class Size. Your counselor will send once requested.
- c. Recommendation request/Resume: Use the provided survey in Naviance or create a list of your educational, employment, and volunteer experiences, accomplishments, awards, recognition, and notable skills.
- d. [College Essay](#): Well-written, edited, and relevant to the prompt provided by the application. 500-650 words about YOU!
- e. Recommendation Letter(s): If needed for any applications. See below for directions.
- f. Application fee: payment or fee waiver required to submit application. [PDF instructions](#).

2. Completing your Applications

Find out which application is used by each college by going to the Admissions section of their website.

- A. Common App www.commonapp.org and create account.
 - I. Add each college you are applying to on the College Search tab.
 - II. Fill out all sections on the Common App tab.
 - III. Sign the FERPA Waiver on the My Colleges tab under one of your schools.
 - IV. Match your Common App account with Naviance ([PDF instructions](#)).
- B. Non-Common App schools
 - I. Add school to “College I’m Applying To” in Naviance and indicate where you are completing the application ([PDF instructions](#)).

3. FERPA, Transcripts, & Recommendations

- a. FERPA Waiver: Students MUST sign the FERPA waiver in the application to receive letters of recommendation. This waives your right to see LORs and transcripts uploaded for you.
- b. Transcripts: **Complete the [release of records form](#) and return to the counseling office.** This clears you to request your transcript in Naviance. [PDF instructions](#).
- c. Letter of Recommendation (2 Teachers /1 Counselor)
 - I. Identify teachers who know you well- at least one English or Math teacher. Speak to them in person or by email about your request.

II. *You must complete the “Senior Brag Sheet” before the counselor recommendation letter will be written. You can find this in Naviance under your initials in the top right> Surveys from your school> Class of 2024 Senior Brag Sheet.*

III. Request recommendations through Naviance at least ten days before your earliest deadline. [PDF instructions](#)

4. Test Scores & Fee Waivers

a. [Taking the SAT.](#)

b. Standardized Test Scores

i. Official score reports must be requested by the student, and sent directly by the testing agency. ***Many schools are test optional for the class of 2023***

- [SAT and AP Exam Scores](#)

- [ACT Scores](#)

B. Application fee waivers

1. [Sign in](#) to your College Board account.
2. Click on **My SAT**.
3. Complete and save Step 1 (Update Personal Info).
4. Return to your College Board account homepage and click on **My SAT** again.
5. Acknowledge and accept your **fee waiver** benefits in the pop-up window (ensure your browser allows pop-ups).

5. Monitor & Check-In

- a. Monitor your application’s status through Common App.
- b. Remind teachers of recommendation request before deadline.
- c. Reach out to Ms. Alyea with any questions, and follow up on any notifications.
- d. READ! Pay attention to any application requirements and all DEADLINES.

6. Track acceptances in Naviance

- a. Make sure you change your schools to “accepted” in Naviance when you receive acceptance letters.
- b. Choose a school and accept admissions offer by May 1. **Do not accept an admissions offer before receiving a financial aid package.** Decline your offers from schools you will not be attending.
- c. Set your “attending” school in Naviance.
- d. Request final transcript for the school you are attending.