

College Application Checklist (Revised: 9/1/2020)

Task	Timeframe	Where
<input type="checkbox"/> <p><u>If you are applying to colleges that use the Common Application, create an account on the “Common Application” website @ https://www.commonapp.org/</u></p> <p>You must enter your high school information, add at least one college to your My Colleges List, and must sign the Family Educational Rights and Privacy Act (FERPA) release authorization.</p>	<p>The start of the college application season (after August 1st)</p>	
<input type="checkbox"/> <p><u>If you are applying to Common Application destinations, match your Common App Account to your Naviance Student account:</u></p> <p>Log onto Naviance Student, from the Colleges tab, click the “Colleges I Am Applying to” list. The Common App Matching box will be at the top of this page.</p> <p>Please watch the video posted by your counselor.</p>	<p>After you create your Common App Account</p>	
<input type="checkbox"/> <p><u>Add Colleges to the Colleges I Am Applying to List:</u></p> <p>Log onto Naviance Student, click the Colleges tab, and add colleges to the “Colleges I Am Applying to” list for all non-Common App schools.</p> <input type="checkbox"/> <p>For Common App destinations, these colleges must be added to your Common App account list (on the Common App website). These colleges will synch to your Naviance Student automatically.</p> <input type="checkbox"/> <p>Once you have submitted your application follow these steps to update your submission details:</p> <ul style="list-style-type: none"> • In the “Colleges I am applying to” List click the “EDIT” link • Click I have submitted my Application • Click how you submitted your application, (i.e., Via Common App.) • Click SAVE COLLEGE APPLICATION 	<p>Ongoing</p>	 
<input type="checkbox"/> <p><u>Request transcripts for all destination types in Naviance Student:</u></p> <p>Click “Request transcripts” on the right side under Match Accounts in the Colleges tab. Select which colleges you would like to request a transcript to be sent.</p>	<p>Ongoing</p>	
<input type="checkbox"/> <p><u>Request teachers to write the letter of recommendation:</u></p> <p>Click “Letters of Recommendations” under the Colleges tab in the Apply to Colleges card. Click the add requests link. Select the teacher you would like to write a recommendation from the drop-down menu as well as for which college(s). Repeat for additional teachers.</p>	<p>Ongoing</p>	

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<input type="checkbox"/>	<p><u>Request Test Scores Be Sent to Colleges:</u></p> <p>Colleges want your ACT and SAT scores sent directly from ACT or The College Board. Log on to your account at www.actstudent.org or www.collegeboard.com and follow the instructions to have your scores sent to your list of colleges.</p>	As soon as you finish taking your test	
<input type="checkbox"/>	<p><u>If you are planning to play a sport in college, register with the NCAA Eligibility Center:</u></p> <ul style="list-style-type: none"> Go to www.eligibilitycenter.org - click on "New Account" in the upper right-hand corner. Once you create an account, click on the picture of the cell phone on the left. In the My Task window, click on "Official Transcript Needed." Under "Task Detail," follow the instructions. When you "click Here," you will be taken to the Parchment Exchange website. Create an account and request a Transcript to be sent from your school to the NCAA Eligibility Center. <p>*NOTE: You must send 2 requests – one for the initial transcript and one for the Final Transcript.</p>	Summer/Fall	
<input type="checkbox"/>	Submit applications by the <u>deadline dates posted by the college.</u>	Ongoing	College Website or Common App
<input type="checkbox"/>	<p><u>REMINDER:</u> Check that your "<u>Colleges I'm Applying To</u>" list is up-to-date.</p> <p><u>If you are applying to Common Application destinations, log onto the Common Application website and add all the Common Application colleges you are applying to,</u> These colleges will sync to your Naviance Student account automatically. Update your submission type for each application.</p>	Before the first application due date	 
<input type="checkbox"/>	<p><u>Complete the Graduation Survey in Naviance Student so your Final Transcript can be sent to your college.</u></p> <p><i>Congratulations!!!! You are now officially done with the college application process.</i></p>	Spring	