

# Senior Steps for College Applications:

## 1. Complete the Online Transcript Release Form

Found online on the NASH School Counseling site. You and your parents must grant permission to release your transcript to any institution listed in your NAVIANCE account and/or scholarship you request. You **MUST** do this so that we have permission to send your official transcript. **You only need to do this once.**

## 2. Begin your applications either through the Common Application or the college's website.

Do **NOT** use the Coalition App unless you are applying to U of Washington. You should not wait until you complete your applications before moving on to the next steps. We all need to be working together at the same time.

## 3. If you are applying to colleges through the Common Application, you must match your Common Application and Naviance Student account.

You must complete the entire Education tab, add a college, then sign the FERPA section (waive your right to see recommendations) on your Common Application in order to match them. You will match these accounts under "Colleges I'm Applying To" on your Naviance Student account in the pink box. Emails and names must be exact for it to match.

- **Add your colleges to your "Colleges I'm Applying To" list** by clicking the large pink plus sign. You **MUST** make sure you have the **CORRECT DEADLINES** listed after each college. Click the **EDIT** button to change deadlines.
- *No School can have a "?" under the SUBMISSION TYPE column. If you have a "?" in this column, you must click the EDIT button and select the way you applied to that school.*

## 4. Request transcripts by clicking "Request Transcripts"

In "Colleges I'm Applying To." Request that an Initial Transcript be sent. You can keep track of your transcript requests under "Manage Transcripts" on "Colleges I'm Applying To."

## 5. Request teacher letters of recommendation.

Click on the link "Letters of Recommendation" on the "Colleges" tab under Applying to College.

- Select your **teacher** from the drop down box, and choose to have the teacher send his/her letter to each specific college that requires a letter. Do **NOT** choose "ALL Colleges." That will result in errors. If you are choosing more than one teacher, select the next teacher from the drop down box and follow the same process.
- If you have an "**other**" letter of recommendation (coach, employer, pastor, etc.), you cannot request their letters through your Naviance Student account. You must invite him/her through the Common Application under the individual college.
- If you want or need your **counselor** to write a letter, you must complete a Counselor Letter of Recommendation form (found on NASH counseling website) and email it to your counselor at **least 2 weeks** before your deadline. Submit applications when completed.

## 6. SAT OR ACT SCORE REPORT

- a. **If you are applying test optional**, No action maybe needed but check with school.
- b. **If you are NOT applying test optional**

For schools that require official test scores, send test scores through testing websites (College Board or ACT). Please note it can take up to 2 weeks for your scores to be sent. Plan ahead and pay attention to deadlines. Some schools will allow applicants to self-report test scores, which means you don't have to pay to send your scores. Check each school's application requirements to be sure.