LIBERTY HIGH SCHOOL'S:
College Application Process

Follow these steps to have your documents be sent to colleges (ie. transcripts, letters.) ALL transcripts and LHS teacher recommendations must be requested using Naviance Student.

Applying and Sending Application Materials (Transcripts, Letters, & SAT/ACT Scores):

❏ Apply to Colleges through their Website **OR** through the Common Application Website (http://www.commonapp.org/). The way you apply is dependent on the school's policies. See the reverse side of this page regarding delivery types and syncing your Common Application with Naviance.

❏ Add Colleges you have **Applied** to "Colleges I'm Applying To" List *Schools on your Common Application list will automatically appear in your Colleges I'm Applying To list once the Common App account is matched with Naviance. No need to manually add these. see reverse for details about syncing Naviance and Common App.

1. Select 'Colleges I'm Applying To' from the Home Page or College Home in Naviance Student
2. Add college(s) by selecting the plus sign (➕) & answer questions about submission method, delivery type (*see back of page*) and type of application (*regular, early etc.*)
3. Select the 'Add Application' or if you have already submitted a release (*see below*) click 'Add Application and Request Transcript'

❏ Complete the following to be authorized to request transcripts be sent to your schools:

1. Complete the *"Senior Brag Survey"* in Naviance: This is available via the 'My Planner' or 'About Me' dropdown boxes NOTE: If after submitting it you should need to update this information, contact your counselor. There is a time limit to complete the survey; have your answers prepared beforehand. The College Planning guide lists the questions that are in the survey.
2. Have your parent/guardian complete the *Parent Brag Sheet* & sign *College Application Release*
3. After the above steps have been completed, give the signed *College Application Release* and *Parent Brag Sheet* to your SSC Secretary. At the time you submit these forms, they will check to make sure you completed the Senior Brag Survey in Naviance. **Materials will be returned if not all steps have been completed.** *NOTE:* Counselors and teachers must be provided **10 SCHOOL DAYS** to submit materials.

❏ Request transcript and counselor's letter of recommendation be sent to your college(s)::
1. Go to 'Colleges I'm Applying To' in Naviance
2. Select the 'Manage Transcript' link
3. Select the colleges you want it sent to.
4. Scroll to the bottom and select 'Request and Finish'
   NOTE: If you add colleges later, you will have to repeat these steps for that school.

❏ Use your ACT or SAT Account (via actstudent.org or collegeboard.org) to Send Scores to Colleges. Counselors **cannot submit ACT or SAT** scores to colleges.

❏ If Letters of Recommendation are Needed from a teacher (not counselor):
1. Ask your teacher, in person, to write your letter of recommendation.
2. To make it possible for a *current Liberty teacher* to send a letter (via electronic or Common App delivery methods), you must make the request in Naviance. Click the Teacher Recommendation (bottom left side), in the College Homepage. Select the teacher and then the college(s) you want your letters sent to. Be careful to *not exceed the maximum* number of teacher letters a school accepts.
3. For *non-Liberty or former Liberty teachers*, letters of recommendation provide them a link from the college application or Common App to submit their letter OR give them a self-addressed stamped envelope to send their letter in.

Understanding how you are Applying and how your Material will be Delivered

Delivery Types

🖥 Electronic

CA Common App

🖥 Common App via Electronic

CO Coalition App

❓ Unknown

〰 Mail Only

〰 Common App Mail Only

〰 = If you see a stamp icon, then your materials are being submitted by mail. Provide **1** large self-addressed (Admissions Office of College) envelope (9" x 12"), **2** business size self-addressed envelopes, and a total of **5** stamps. Provide your teachers with self-addressed stamped envelopes as well.

🖥 Electronic = If you see this icon after adding a college to your list, then you are applying via the college's website and materials are being sent by your counselor electronically ('Direct to the Institution'). No common application or envelopes required to process your materials.

CO Coalition App = Applying via Coalition Application.

COMMON APP INDICATORS: Some schools accept only the Common Application (Common App Exclusive) other will accept either Common Apps or applying through their website (known as 'Direct to the Institution' in Naviance). We recommend that if two or more of your schools accept the Common App that you go through the steps of applying via their website (www.commonapp.org).

Common Application exclusive schools will show CA icon.

Schools that accept more than one type of application, 'Directly to the Institution' or 'Common App.' In these cases, students must choose how you are applying **before** requesting materials to be sent to schools by selecting 'Direct to the Institution' or 'Via Common App' from the drop down box under 'I'll Submit my App' when initially adding a college. If you are unsure of your decision of how you are going to applying to a college (Common App or Direct to the Institution) when you initially add a school then select 'I'm not Sure' from the drop down box. You will see this ❓ icon until you resolve how you are applying. You can later go back and resolve how you are applying (Common App or Direct to Institution) by selecting Edit (with a pencil icon) by that college. The 🖥 icon means you are applying the non-common application method.

MATCHING COMMON APP & NAVIANCE: This MUST be done to sync the Common Application to Naviance, otherwise your materials (transcripts & letters) cannot be sent. In the "Colleges I'm Applying to" screen you will see a blue box titled "Match Accounts." Enter the email used to create the common application account (must be the same), verify your date of birth and select the "match" button. Note that you must have completed the FERPA waiver under "Recommenders and FERPA" in your common app account via their website. Guidance cannot send any documents (including your transcript) until the Common App is indicated and the accounts match.