College Application Process

(Four-Year Colleges Only)

The following must be completed at least one month before filling out college applications:

- ❑ Complete a **Senior Brag Sheet.**
- ❑ Have your parent/guardian sign the **Transcript General Release Form.** Please print, sign, and return the form (emailing a photo will suffice)
- ❑ Fill out **Teacher Recommendation Forms** and give the forms to teachers when you ask them to write a recommendation.
- ❑ After a teacher agrees to write a recommendation, **request the teacher recommendation in Naviance. Add as a "General Request"** so that letters can go to all schools that you add.
- ❑ Send SAT/ACT scores directly to colleges via collegeboard.org or act.org (if applicable)
- ❑ Link your Common Application account with your Naviance account. See directions on the back of this form. Or watch this video.
- ❑ Create your college list on Naviance. If you already have a Common App account, your Common App list will automatically update in Naviance. If you are applying to a school that doesn't use Common App, go to your "colleges I am applying to list" on Naviance and add colleges and application type by clicking on "Edit" for each college. **Make sure the deadline on Naviance matches the deadline you plan to use.**

The following are the steps to take in order to complete and submit your applications:

If using Common Application:

- ❑ Double check that your application deadlines are correct in Naviance.
- ❑ Submit your application via commonapp.org. **You do not need to wait for your letters of recommendations in order to submit your application**.
- ❑ If you choose to not use the Common App to apply to a school that has the Common App (i.e. school with a free priority application) you must update the "Submission type" on the "Colleges I am applying to list" on Naviance. If you do not do this, your transcript will not get to the college.
- ❑ Fill out the FAFSA (and possibly the CSS Profile-required by many private colleges)

If *NOT* using the Common Application:

- ❑ Submit an electronic application directly to the college via their website.
- ❑ Double check that your application deadlines are correct in Naviance.
- ❑ If you are applying more than 2 weeks before a college application deadline, notify Ms. Scully when you submit your application. If you skip this step your transcript and letters will not be sent until closer to the college deadline.
- ❑ Fill out the FAFSA (and possibly the CSS Profile-required by many private colleges)

Now that you applied, what's next……

The following must be completed after submitting your application:

- ❑ Check to make sure that all of your supporting materials have been received by the admissions office. Many admissions offices will send an email with a login for you to check the status of your application. Create an account for each school and check that your transcripts, test scores, letters of recommendation and financial aid forms have all been received. If you did not receive an email or a postcard, within two weeks, stating that your application has been received, call the college to ask about your status.
- ❑ Log in to school specific application portals and complete any required steps. Many colleges will ask you to enter your course grades.
- ❑ Check if there are any school-specific scholarship applications you can fill out.
- ❑ Begin to search for and apply for local and national scholarships.
- ❑ Possibly visit the college again to show your continued interest.

The following must be completed after you are admitted to college.

- ❑ Compare financial aid packages.
- ❑ Attend Accepted Students Days.
- ❑ Send a deposit to the school of your choice by May 1st.
- ❑ Sign and return your Financial Aid Award Letter.

Steps for linking Common Application and Naviance Accounts

1. Create a Common App account on Commonapp.org
2. Once you are in your account, click on the "Common App" tab and then click the "Education" tab on the left and add HRHS as your school.
3. Click on the "College Search" tab and add at least one college to your list.
4. Click on the "My Colleges" tab, select a college and click "Recommenders and FERPA" and complete the Release Authorization.
5. Log into Naviance and go to "Colleges I'm Applying To" and click "Match Accounts"