

# GMHS College Application Timeline

If College Application Deadline is:	Complete Transcript Request in Naviance NO LATER than	Teacher and Counselor Asked to Upload Rec Letter and Complete Form by	Approximate date GMHS will send our documents to your school*
November 1	October 1	October 15	Mid to late October
November 15	October 15	November 3	Late Oct. to early Nov.
December 15	October 31	November 14	Mid to late November
December 31 or later	December 1	December 15	Prior to Winter Break

\*Transcripts/recommendations will be sent once they are finalized and uploaded. If they are completed earlier, they are sent earlier.

## Tracking Applications

- Naviance - College tab
  - Office Status: After transcripts and recommendations are sent, it will show “Initial materials submitted”
  - Teacher Recommendation: Depending on the status, it will show “Requested,” “In Progress,” or “Completed”
- Common Application
  - Dashboard: Look at submission status of the application and writing supplement
  - My Colleges: Click the college and then “Recommenders and FERPA.” Check that the School Report and Teacher Recommendations have been sent.
- College Website
  - Most colleges provide a login/password that applicants can use to login and track their application status. Admission decisions are often posted on the site.
  - Typically the college site is not updated until about one-week after materials are received by the college.
- College Board Timeline Recommendations:
  - <https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Ap-plication-Checklist-Seniors.pdf>