

EASTVIEW HIGH SCHOOL
STEPS TO SUBMIT COLLEGE APPLICATIONS
College, University, or Scholarship Application Guidelines

(NOTE: NOT for use with The **COMMON APPLICATION**. See **Common App** guidelines sheet instead.)

Step 1: COMPLETE COLLEGE INSTITUTIONAL APPLICATIONS @ each college's official website.

It is your responsibility to submit the following: Application, application fee, essay, test scores, and transcripts.

Step 2: ADD COLLEGES TO APPLY LIST IN NAVIANCE— In your NAVIANCE account, go to: Colleges > Colleges I'm Applying To. Add all colleges to your apply list and choose correct deadlines. You must also indicate how you are submitting your application - direct to institution or Common App. IMPORTANT: **Keep this list updated so we can track your applications!**

Step 3: COUNSELOR FORMS OR RECOMMENDATION— If required by the college, your Counselor will send necessary online school report forms in addition to your transcript. There are many colleges and universities that do **NOT** require a Counselor form or recommendation. If you are required to submit a Counselor recommendation, you **MUST** request and confirm with your counselor and then complete the Counselor Recommendation Survey in NAVIANCE under About Me > Surveys from Your School. You also must complete your resume in NAVIANCE or send directly to your Counselor.

Step 4: TRANSCRIPTS – Once you complete Steps 1-3, you may request official transcripts to be sent to your colleges. Log in to your NAVIANCE account. Open Colleges > Colleges I'm Applying To > Request Transcripts. Select Initial for the first transcript sent at time of application. Select the school(s) you request to release an official transcript. There is a \$5 fee for each official transcript. Payment must be made through MyPaymentsPlus to send your transcript.

<https://www.mypaymentsplus.com/welcome> . **You must allow 15 School Days to process transcript requests.** November 1st deadlines need to be requested by October 18th.

NOTE: For each transcript requested on NAVIANCE, the Counseling office will send your Counselor's letter of recommendation (if requested), school report, and school profile to the respective college. ***Some colleges accept self-reported grades and you enter this information as requested. If so, you do not need to order an official transcript. Use your Campus Reports to enter your academic record. ***

Step 5: RECOMMENDATIONS – If needed, you may request a recommendation from a teacher. First, you must request and confirm with your teacher to ask if they agree to write a letter for you. If they say "YES", you are responsible to follow the steps listed in "Requesting Recommendations from EVHS Staff Members". (Found in Class of 2023 Schoology group > Resources > College Application Process). Teachers send recommendations directly through NAVIANCE. Indicate teacher recommenders on NAVIANCE on the Colleges > Colleges I'm Applying To > Letters of Recommendation. You must select which college(s) the request is for to avoid any confusion and to be sure you request only the number of letters accepted for each college. Be sure to THANK THEM and follow-up on application results!

Step 6: TEST SCORES - If required, submit your ACT and/or SAT scores directly from the testing agency to the college. Log in at: www.actstudent.org (ACT) or www.collegeboard.com (SAT) to send scores. EVHS does not send official test scores to colleges. *Many colleges have changed their test requirement policy – view all test optional colleges at: <https://www.fairtest.org/>*

EASTVIEW HIGH SCHOOL's
CEEB Code is: 2 4 2 1 2 3

Step 7: FOLLOW-UP! To view the status of your application, check the college website, your email, and NAVIANCE.