

10 STEPS OF COLLEGE APPLICATION PROCEDURES

NAVIANCE STUDENT <https://student.naviance.com/cranford>

1. In [Naviance Student](#), the student completes the STUDENT BRAG SURVEY and the parent/guardian completes the PARENT/GUARDIAN BRAG SURVEY (ABOUT ME → SURVEYS → SURVEYS FROM YOUR SCHOOL.)
2. The parent/guardian completes one [PARENT/GUARDIAN CONSENT TO SEND TRANSCRIPTS FORM](#) to give consent to send transcripts and supporting documentation to all colleges.
3. The student creates a Common App account at commonapp.org using their personal email address and completes both the education section on the Common App tab, and the FERPA waiver within one of the colleges listed in the Common App account.
4. In [Naviance Student](#), the student matches the Common App account with the Naviance account. Use this video for help: <https://www.youtube.com/watch?v=-HgtPb5cNqI>.
5. In [Naviance Student](#), the student continues to add colleges to [COLLEGES I'M APPLYING TO](#) and clicks "EDIT" to mark the type of application (Common App, Individual School App, Coalition App, paper application) and admissions plan deadlines (early action, early decision, rolling, priority, regular decision)
6. The student meets with the teacher in person to ask if he/she is willing to write a letter of recommendation. If the student asked previously, the student should inform the teachers of application deadlines.
7. In [Naviance Student](#), the student completes the appropriate teacher letters of recommendation surveys. [TEACHER RECOMMENDATION SURVEY](#) (ABOUT ME → SURVEYS → SURVEYS FROM YOUR SCHOOL.)
8. In [Naviance Student](#), the student electronically requests the teacher letters of recommendation under the COLLEGES tab -> APPLY TO COLLEGE -> LETTERS OF RECOMMENDATION. Select ADD REQUEST and select the teacher from the drop down menu for the specific college(s). Please add a personal message to the request.
9. In [Naviance Student](#), the student requests one or multiple transcripts ([COLLEGES](#) tab -> [APPLY TO COLLEGE](#) -> [MANAGE TRANSCRIPTS](#) -> [INITIAL TRANSCRIPT](#) -> select college(s). **This must be done 10 school days prior to the application deadline.**
10. **THE STUDENT CONTACTS THE SCHOOL COUNSELOR THROUGH PHONE/EMAIL TO MEET TO CONFIRM STEPS 1 THROUGH 9 ARE COMPLETE.**

BE MINDFUL OF APPLICATION DEADLINES! STEPS #1-10 MUST BE COMPLETED

PRIOR TO DOCUMENTS BEING SENT TO COLLEGES.

ALLOW 10 SCHOOL DAYS AFTER STEP #10 AND PRIOR TO THE APPLICATION DEADLINE

**FOR THE CHS SCHOOL COUNSELING OFFICE TO SEND TRANSCRIPTS, SCHOOL REPORTS
AND LETTERS OF RECOMMENDATION TO COLLEGES.**