



Recommended Ways to Apply for College

Apply using Common App

1. Gather needed information to complete your application
2. Visit www.commonapp.org
3. Click create an account and follow the directions listed here:
4.  **Common App and Naviance Steps**
5. **Make sure you log in to Naviance to request your transcripts:**
 - a. From the Naviance home screen, click on Colleges I'm applying to.
 - b. You will see the schools from Common App uploaded into Naviance on this page.
 - c. Click on Request Transcripts, select the schools, and submit the request.
 - d. If all of the fields are filled out correctly, counselors will usually be able to process your request within 48 hours.

Apply using CFNC.org- Free College Application Week is October 18th-22nd, 2021

1. Gather needed information to complete your application
2. Visit www.cfnc.org
3. Click login, in the upper right hand corner
4. Create an account if you have not done so already
5. Click apply to college
6. Click application hub
7. Follow these steps:  **CFNC: Applications on CFNC.org**

Apply directly via the college/university website

1. Gather needed information to complete your applications
2. Visit the college you are interested in, find the admissions section
3. Click apply
4. **After you apply make sure you log in to Naviance to request your transcripts:**
 - a. From the Naviance home screen, click on Colleges I'm applying to.
 - b. You will see the schools from Common App uploaded into Naviance on this page.
 - c. Click on Request Transcripts, select the schools, and submit the request.
 - d. If all of the fields are filled out correctly, counselors will usually be able to process your request within 48 hours.


How do I request teacher/counselor recommendations:

1. Check each college's website you are applying to see which require a letter of recommendation from a Teacher or Counselor.
2. If your college requires letter(s), attempt to ask in person first (email, secondary).
3. Send that person a resume detailing your extra-curricular activities for more info. Please allow for 2-3 weeks notice to complete the letter and inform the recommender of deadlines.
4. You must officially request the letter from Teachers through Naviance (Naviance sends teachers an email with instructions for uploading/sending the letters directly to colleges through Naviance)

a. From the Home screen under Colleges, click on Letters of Recommendation.

- b. Click Add Request.*
- c. Select a Teacher.*
- d. Select which colleges you want the letter sent to.*
- e. Give the teacher extra information in the personal note section.*
- f. Click Submit Request.*

Other Important Resources:

-  **How to Access Your Naviance Account**
- OHS Counseling Website: [**OHS STUDENT SERVICES**](#)
- FAFSA website (application opens up October 1st): [**FAFSA® Application**](#)