

SLHS COLLEGE APPLICATION PROCESS

Reference Sheet

1. COMPLETE COLLEGE APPLICATION

COMMON APPLICATION :

- Over 900 member colleges and universities; application can be submitted to multiple colleges
- Enter information under the “Common App” tab and complete ONE essay (choose from [7 essay prompts](#))
- Add colleges (go to “College Search”) and complete additional questions & writing supplements if applicable
- FERPA WAIVER must be electronically signed
 - Complete the **Education** section of the Common App tab
 - Then click on one of your colleges under **My Colleges** and complete the Recommenders & FERPA section (you only need to do this for ONE of your colleges)
 - The FERPA must be completed in order for you to request transcripts and for SLHS to electronically send transcripts & recommendation letters
 - To waive or not?
 - We suggest you waive your right of access in order to improve the validity of the recommendation.

INDIVIDUAL COLLEGE WEBSITE:

- Create an account on the website (use your personal email!) and follow the instructions

COALITION APPLICATION :

- Allows for the individualization of applications - uploading music, videos, art, etc.
- Approximately 20 schools in PA utilize the Coalition



Colleges that provide more than one option of how to apply do not have a preference. Use the application that makes sense for you!

2. SEND SAT and/or ACT SCORES (unless test optional or test blind)

- YOU are responsible for sending scores (they are NOT sent via Naviance & are NOT on your SLHS transcript)
- Many colleges have continued with TEST OPTIONAL - carefully check college websites & see how your scores compare to the middle 50%
- At time of registration, you have the option to send scores FREE to 4 colleges of your choice (Fee AFTER testing is \$12 for the SAT & \$16 for the ACT)
 - Once you have ordered your scores to be sent, it can take 2 weeks or more for the college(s) to receive them.
 - If “all scores” from all test dates are sent, most colleges will “superscore” – take your best scores from any test date
- Some colleges allow you to self-report your scores (on the application), which means you do not need to pay for official scores to be sent via the testing site



SUBMIT your application while waiting for test results! You can indicate that you are taking a future SAT or ACT on your application.

3. NAVIANCE STEPS



FIRST: MATCH Naviance & Common Application accounts (if you used Common App)

- NOTE: You must complete the FERPA Release Authorization in Common App before accounts can be matched (see Common App section above)
- In Naviance (***Colleges I'm Applying To***), click on ***Match Accounts*** & you will be prompted to sign into your Common App account
 - Once your accounts are matched, all of your Common App schools will automatically populate into Naviance
- Add non-Common App Schools to ***Colleges I'm Applying To*** by clicking on the “+”

SECOND: Request Teacher/Counselor Recommendation Letters (if necessary)

Not all colleges require recommendation letters; others may only allow one.

- Ask teachers/counselor IN PERSON (or via e-mail) if they are willing to write the letter
- Complete the following in Naviance (found under ***About Me & Surveys from Your School***)
 - Teacher Recommendation Questionnaire
 - Counselor Recommendation Questionnaire
 - Parent Brag Sheet (for Counselor letter – only available if signed in on parent account)
 - Resume of activities, employment, volunteer service (found under ***About Me***)
- Request Teacher letters in Naviance **AFTER AUGUST 1st & AFTER you have SUBMITTED your college application** (found under ***Colleges & Apply to College***)
 - Specify the specific colleges you would like the teacher letters sent to
 - Note: Requests for Counselor letters are not entered into Naviance



PLEASE DO NOT REQUEST MORE TEACHER LETTERS THAN WHAT YOU NEED & allow a MINIMUM of 3 weeks for teacher/counselor letters!

THIRD: Request Transcripts

- Submit the [TRANSCRIPT RELEASE FORM](#) **ONCE**
- Request transcript(s) in Naviance **AFTER YOU SUBMIT YOUR ONLINE APPLICATION**
 - Click ***Colleges I'm Applying To & Request Transcripts***
 - Select ***Initial &*** check the schools you need your transcript sent to. Click ***Done & Request and Finish***.
 - **NOTE:**
 - Allow 10 SCHOOL days to process requests
 - DO NOT WAIT for recommendation letters or test scores to submit your applications
 - Transcripts & recommendation letters are sent electronically via Naviance unless you see a postage stamp in the submission column in ***Colleges I'm Applying To***
 - Notification will appear in Naviance under ***Office materials*** when your transcript has been sent
- **For colleges that require SELF-REPORT of your transcript (SRAR or SSAR):**

- After you submit your application, you typically receive an email instructing you to complete the self-report
- Please do NOT request your transcript in Naviance (at the end of the school year, you will send your final transcript to the college you will be attending)
- When colleges require you to self-report your grades, the **Office Materials** column in Naviance will automatically change to Initial Materials Submitted when that college is added to your **Colleges I'm Applying To** list.



Please Note:

- Transcripts will be processed beginning 9/8
- Pay close attention to the application instructions as well as the deadlines for each individual school
- Check the college portals to track receipt of your college application materials and check your email (do not use SpartanDocs)
- Sign up to meet with college admissions representatives when they visit SLHS during spartan period
 - Under **Colleges, Research Colleges, College Visits, Register Now**
- Scholarship Information available in Naviance
 - Under **Colleges, Scholarships & Money**