BASIC OVERVIEW

STEP 1: COMMON APP & NAVIANCE MATCHING INSTRUCTIONS
STEP 2: REQUESTING SCHOOL DOCUMENTS IN NAVIANCE INSTRUCTIONS

ROLES & RESPONSIBILITIES
How does it all come together?

APPLICATION: Student completes and submits online directly to college

SCHOOL DOCUMENTS:
Student submits PINK FORM to UHS Counselor- UHS Counselor process request via Naviance to college

SAT/ACT SCORES: Student submits request to testing agency and testing agency submit directly to college
College creates an applicant file as requirements are received

STUDENT FILE AT THE COLLEGE
If you are using the Common Application…
Complete these 3 requirements prior to matching your Common Application to your Naviance account.

Click on the **COMMON APP** tab to complete the current or most recent school segment of the **EDUCATION** section.

Click on the **COLLEGE SEARCH** tab to find and add at least one college. The college will appear in the **MY COLLEGES** section. You can add additional colleges later.

Click on **MY COLLEGES** tab to read and complete the Recommenders and FERPA section.
There is a link to the login-in page on the homescreen of the UHS Counseling Center website, as well as in the College Planning tab. See Ms. Vaughn in the Counseling Center if you have problems logging into your account.
Update your email address in NAVIANCE account to match email address used in Common Application

1. Select “Manage my account”

2. Select “Manage my profile”

3. Update email address in Naviance
   - must be the same email address provided when creating your Common Application account
COMPLETE THE MATCHING PROCESS IN NAVIANCE

Login to Naviance and select the **COLLEGES** tab and choose **COLLEGES I’M APPLYING TO**

Enter the email address used to create your Common App account and date of birth.
Common App Account Matching - Complete

When you have matched your accounts successfully, the following will be displayed:

All colleges listed in MY COLLEGES in your Common App account will be matched with your Naviance account.
Adding Non-Common App colleges to your “Colleges I’m Applying to” list.

- Select
- “Colleges”
- “Colleges I’m Applying To”
- “add to this list”

- Only add colleges to the Colleges I’m Applying To list if you have or are certain you will apply.
How to add Non-Common App colleges to your “Colleges I’m Applying to” list.

You can add colleges either by doing a search or selecting colleges from the lookup list.

You must select the correct application type and deadline in order for the correct deadline to show in Naviance. The list of deadline options includes all terms, so you must be sure to select the correct term.
The **APPLICATION TYPE** you select must be the application type you plan to use per college application.
TO REQUEST LETTERS OF RECOMMENDATION from UHS teachers:

- Select “Colleges I’m applying to” and scroll down
- Select Add Request
  - Find the teacher’s name from the drop down list and SELECT ALL CURRENT AND FUTURE COLLEGES I ADD TO MY COLLEGES I’M APPLYING TO LIST
- Use this space to write a personal note to the teacher and include the date by which the teacher letter needs to be uploaded in Naviance for your school counselor to process. This should be at minimum 10 school days prior to the 1st deadline date.
SCHEDULE APPOINTMENT WITH SCHOOL COUNSELOR TO SUBMIT PINK FORM REQUEST FOR SCHOOL DOCUMENTS

- One PINK FORM per college student applies

- PINK FORM submitted to school counselor at least 10 school days prior to the application deadline.

- PINK FORM must be complete
  - Application Type: College Designated App, Common App, Coalition
  - Deadline category: Rolling, Regular, Early Action, Early Decision etc.
  - Letters of Recommendation: School counselors can only send the maximum number of recommendations allowed per college. Requests submitted over the max will be sent in order listed on the PINK FORM.
College Applications typically consist of 3 parts:

1. **APPLICATION** (Student completes → submits online directly to college)
   Student completes application and submits it directly to the college by the college specific deadline.

2. **SAT/ACT SCORES** (Student submits request to testing agency → testing agency submit directly to college)
   Student requests official test scores to be sent to each college they are applying, per the colleges testing requirements. This process must be completed online, either through the College Board website (SAT and Subject Test scores) or ACT website (ACT scores). This process can take the testing agency/college 3-4 weeks to complete, therefore students should initiate this process early.

3. **SCHOOL DOCUMENTS** (Student submits PINK FORM to UHS Counselor → UHS Counselor process request)
   Student submits request to process required school documents per college via Naviance. The request MUST be submitted in Naviance at least ten school days prior to the college application deadline.

   All 3 parts can be worked on simultaneously.

College applications requirements vary from college to college. For example:
- Some of the Common Application colleges have additional supplements for all applicants or major specific supplements
- Some majors may require letters of recommendation from specific academic subjects
- Performance based major may require audition or portfolio submissions

It is the responsibility of the student to understand the specific requirements for each college to which they are applying and follow the process accordingly.
# Keys to Successfully Submitting Your College Application

## Plan Accordingly

- **WHAT** are the college application requirements?
  - Application
  - Transcripts
  - Letters of Recommendation
  - School Document
  - Standardized Test Scores
- **WHO** is responsible for what aspects of the process?
- **WHEN** do these items need to be completed?

## Be Resourceful

- **Understand the requirements** specific to each college you plan to apply. The process can vary from college to college. Most errors come from applicants making assumptions or generalizations.
- **Read instructions** carefully. Most applications have built in resources and FAQ’s.
- **Seek clarification** if something does not make sense. Your school counselor is here to support your efforts.

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**Common App?
Applicant Solutions Center**

appsupport.commonapp.org

24/7 assistance, FAQs, Videos, Chat, Email
### Basic Overview of Roles and Responsibilities

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Selects college(s) to apply</td>
<td>• Updates high school school transcript in preparation for senior conference- student will have the opportunity to review and verify the updated transcript prior to UHS processing any request</td>
</tr>
<tr>
<td>• Determines which application to use based on choices available per college (college specific application, Common Application, Coalition)</td>
<td>• Prepares high school specific documents, including school profile and school information forms</td>
</tr>
<tr>
<td>• Creates an online account &amp; completes application, and submit application directly to the college(s)</td>
<td>• Prepares student specific documents, including transcripts, school reports, counselor letters of recommendation</td>
</tr>
<tr>
<td>• Submit request directly to testing agency for standardized test scores to be sent</td>
<td></td>
</tr>
<tr>
<td>• Submits PINK FORM for school documents to be processed <strong>at least ten school days prior to the college application deadline</strong></td>
<td><strong>After counselor receives PINK form request</strong></td>
</tr>
<tr>
<td></td>
<td>• Creates and sends electronic file of school documents requested by the student per college</td>
</tr>
</tbody>
</table>

All transcript and recommendation requests must be received by your school counselor 10 school days prior to the college deadline date. A school counselor letter of recommendation will only be available if the Counselor Letter of Recommendation Request and Parent Information Sheet are received **at least ten school days prior to the college application deadline**. Students should refer to the directions for requesting letters of recommendation.
WHAT ARE MY APPLICATION OPTIONS?

COLLEGE DESIGNATED APPLICATION
Establish an account on the college website- setup for account is typically found on the homepage or under “Admissions”

COALITION
Additional member colleges added this year
Only colleges that are Coalition exclusive
- University of Florida
- University of Maryland
- University of Washington
More specifics will be given during senior conferences regarding this application.

COMMON APPLICATION
- Go to www.commonapp.org and select Create an Account- use the same email address you have associated with your Naviance account
- Complete the setup by selecting the appropriate registration type, creating login credentials, and entering registration information.

Record password and keep in a safe place!