

College Application Process Senior Check List

- ___1. I have reviewed my college choices and am aware of the deadlines for my schools in the college application process.
- ___2. I have completed "Senior Survey for Recommendations" in Naviance under the 'about me' tab.
- ___3. I requested letters of recommendation from teachers and/or counselor through Naviance under the 'colleges' tab.
- ___4. After the recommender accepts the responsibility to write the recommendation, I sent an official, follow-up request through my Naviance account to the teacher(s).
- ___5. I have arranged to have SAT, SAT Subject Tests and ACT scores to be directly sent to colleges from the testing agency. (www.collegeboard.com or www.actstudent.org)
- ___6. I went to my Naviance account, clicked "Colleges" tab and then clicked, "Colleges I'm Applying To", then added my colleges to my list.
- ___7. I have created a Common Application account through the following steps:
- Go to www.commonapp.org
 - Set up a **User Name** and **Password**. Please write this down as it will be needed to complete the one-time FERPA Waiver.
- ___8. I have gone into Naviance and completed the FERPA waiver (blue screen under "Colleges I'm Applying To") to allow my counselor to send my recommendations to my colleges/universities.
- ___9. All schools I am applying to that accept the Common Application are added into my Common Application Account.

Requesting Transcripts and Related Documents:

Request transcripts **only after you have completed the **steps below** and submitted your application electronically for a particular school or on the Common Application Website.**

- ___a. I have submitted my application and any supplemental forms.
- ___b. I have paid my application fee or requested a fee waiver.
- ___c. I have given my teachers/counselor a friendly reminder to upload my written letter of recommendation and the corresponding **Teacher Common Application Evaluation Form**.
- ___d. I have indicated that I have applied to my schools by clicking on the "Have you Applied?" link in the "Colleges I'm Applying To" list.
- ___e. I have submitted my transcript requests through Naviance by going to the "Colleges that I am Applying To" and "Request Transcripts."
- ___f. I sent an email to my counselor through Naviance indicating I have completed all steps listed above and I want my documents sent to my colleges/universities.