



Senior College Application Checklist

	Task	Where
Step 1: <input type="checkbox"/>	Research College Applications and Requirements. Organize yourself and plan ahead! Pay special attention to deadlines for the application as well as when other documents (transcripts, ACT/SAT test scores, etc.) are due <i>Note: If you are on F/R lunch or otherwise financially challenged, you may be able to request an application fee waiver. For more info, check individual admissions departments</i>	
Step 2: <input type="checkbox"/>	Submit Your College Application(s) It is critical that you submit your applications prior to adding schools into Naviance for additional documents to be sent in by counselors/teachers. This will ensure documents are received without issue and on time.	 OR Through the Institution
Step 3: <input type="checkbox"/>	Did you submit a Common Application? Match your Common Application and Naviance Accounts This is a critical step to allow your counselors and teachers to submit your documents! Once you have signed your FERPA Waiver, match your account in Naviance under 'Colleges I'm Applying To'.	
Step 4: <input type="checkbox"/>	Add Colleges to the 'Colleges I Am Applying to' List Under the 'Colleges I Am Applying to' list, found under the Colleges tab. Reminders: <ul style="list-style-type: none"> Indicate how you've submitted your application (Common App vs. Institution) so that the correct documents can be sent by deadlines Having colleges on your list that you haven't completed an application for creates confusion and an inability to send in the right documents for you 	
Step 5: <input type="checkbox"/>	Email your Counselor immediately if you add a college to your list Counselors do not get alerts through Naviance for new requests – your communication is vital to ensure you meet deadlines	
Step 6: <input type="checkbox"/>	Request your Transcripts In Naviance, click on 'Colleges I Am Applying To', and select 'Request Transcripts'. <i>Note: You can also request transcripts as you add colleges to your list, in step 3.</i>	
Step 7: <input type="checkbox"/>	Request ACT/SAT scores Official score reports will need to be ordered from your ACT/SAT account. There is a small fee (approx. \$15) and no waivers for this fee. Go to collegeboard.org or actstudent.org	
Step 8: <input type="checkbox"/>	Request Letters of Recommendation from Teachers In Naviance, click on the 'Colleges' tab, select 'Letters of Recommendation'. Teachers cannot send materials for you through Naviance without this request. <i>See glencoecounseling.weebly.com/letters-of-recommendation.html for more info</i>	
Step 9: <input type="checkbox"/>	Request Letters of Recommendation from Counselors This step does not occur through Naviance. <i>See glencoecounseling.weebly.com/letters-of-recommendation.html for more info</i>	Mrs. Buyas: buyasm@hsd.k12.or.us Mr. Dortch: dortchj@hsd.k12.or.us

Reminders:

- Talk to your counselor immediately if you add a college application to your list after requesting a teacher/counselor recommendation or a transcript
- Please remember to kindly check-in with staff you've requested documents from prior to the deadline to ensure timely delivery to your colleges
- Check your account with Common App or directly with colleges to ensure all of your documents (transcripts, ACT/SAT scores, letters of recommendation, etc.)