# Starting the College Application Process

# YOU'RE A SENIOR - NOW WHAT?!

## RESEARCH...

- ❏ "Visit" colleges & universities
    - ❏ Colleges are hosting virtual zooms - sign up under "What's New" in Naviance
    - ❏ 3 excused absences to see campuses in real life!

- ❏ Explore colleges through SuperMatch (under "Colleges I'm Thinking About")
    - →compare in-state and out of state, average GPA, diversity, location & more

## APPLY...

- ❏ Set up a Common App account - www.commonapp.org
    - →Fill out the "Education" section under the "Common App" tab
    - →Pick at least one college to add to "My Colleges" tab
    - →Remember, not all colleges use Common App! If a college you're interested in does not show up under "College Search" you will have to apply directly with that college. You will also have to add that college separately in Naviance.
- ❏ Authorize release of your information through FERPA (which is under "My Colleges", "Recommenders & FERPA")
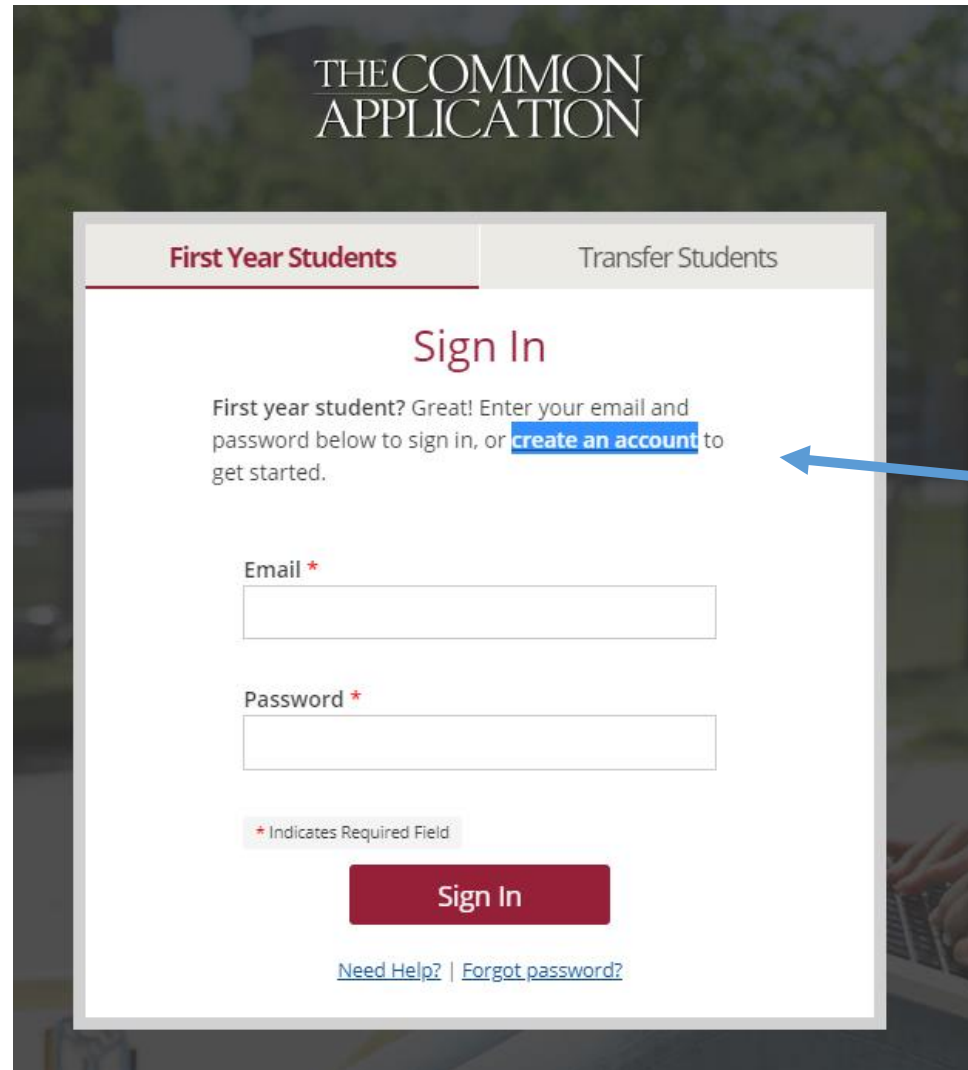
# YOU'RE A SENIOR - NOW WHAT?!

❏ Sign in to Naviance (through the Naviance app OR online at https://student.naviance.com/hilhbr )
    ❏ Go to "Colleges I'm Applying To" and "Match Common App Account"
    ❏ "Request Transcripts" and choose "Early Action" or "Regular Decision" for each college. Also choose if you want to apply via Common App or via college website. You can also add colleges to this list that are not Common App schools.
    →Take note of each college's deadline (*Early Action is before Winter Break!*)

❏ Ask at least one teacher *in person* to write a letter of recommendation singing your praises! Then request them online through Naviance, under "Colleges I'm Applying To"

❏ Finish Common App, Essay, Supplemental Questions and submit application! Wahoo!
    →*Counselor will send transcript and documents through Naviance*

# YOU'RE A SENIOR - NOW WHAT?!

## THEN....

❏ Send ACT or SAT scores directly to colleges through ACT or SAT websites (remember, a lot of colleges are going "test optional" but ACT/SAT scores can help with scholarships!)

❏ Check back on Naviance regularly for local and regional scholarships $$$$
  ❏ "College" tab → "Scholarships & Money" → "Scholarship List"
  ❏ Check out national scholarship search engines like fastweb.com

❏ Set up FAFSA account - www.fafsa.ed.gov
  →This you need to do with your parent/guardian; it can take awhile!
  →College & Universities use this information to provide a financial aid package for you based on your family's income and their tuition

❏ Set up a Common App account - commonapp.org
   ❏ Click on create an account – you will be a *first year student*

→Fill out the "Education" section under the "Common App" tab

Dashboard | My Colleges | Common App | College Search | Financial Aid Resources

PRACTICE ACCOUNT

**Common Application**

☐ Profile
☐ Family
☐ Education
☐ Testing
☐ Activities
☐ Writing
☐ Courses & Grades
   0 College(s) Require

Fill out everything that has a RED

✳

All of the categories must be completed

▶ Address
▶ Contact Details
▶ Demographics
▶ Geography
▶ Language
▶ Citizenship
▶ Common App Fee Waiver

# →Pick at least one college to add to "College Search" tab

| Dashboard | My Colleges | Common App | College Search | Financial Aid Resources |
|---|---|---|---|---|

## Criteria

### Criteria

Application Requirements

**College or City Name**

Separate multiple search terms with a comma, e.g.: Washington, Boston

**Instructions and Help** →

How do I search for a college?

### Result List

*i* request information   college's website

Once you have added a college
You will get the Result List
Check the Box and click ADD

| ☐ | ▲▼ Member Name | ▲▼ Location | ▲▼ Country | ▲▼ Type |
|---|---|---|---|---|
| ☐ | The Ohio State University ↗ *i* | Columbus - OH | USA | Coed |

Add

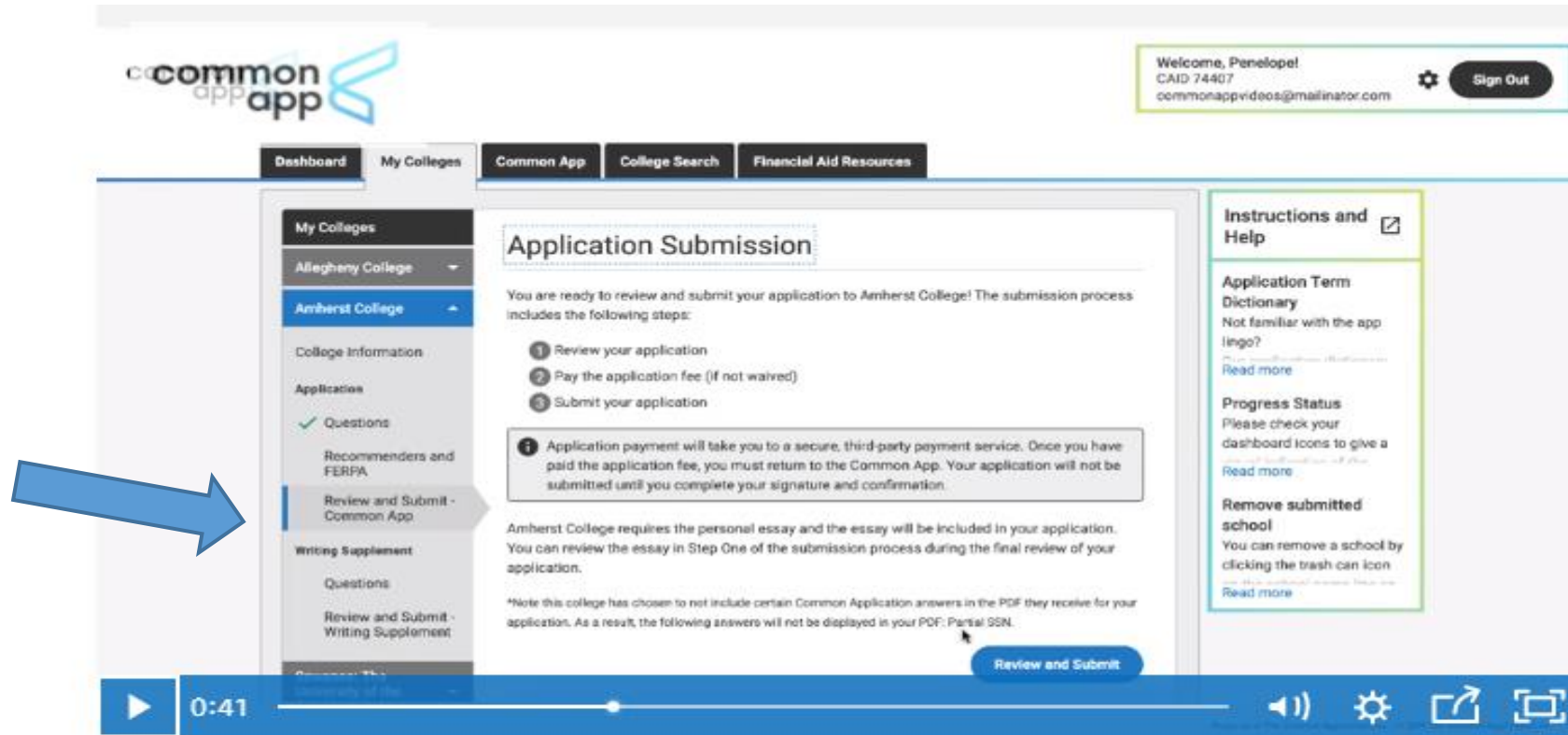❏ Authorize **release** of your information through FERPA (which is under "My Colleges", "Recommenders & FERPA")



Remember if you do not have the Education section completed, you will not be able to complete the "Recommenders & FERPA")

Click on the Dashboard to see what colleges you have added to the common App
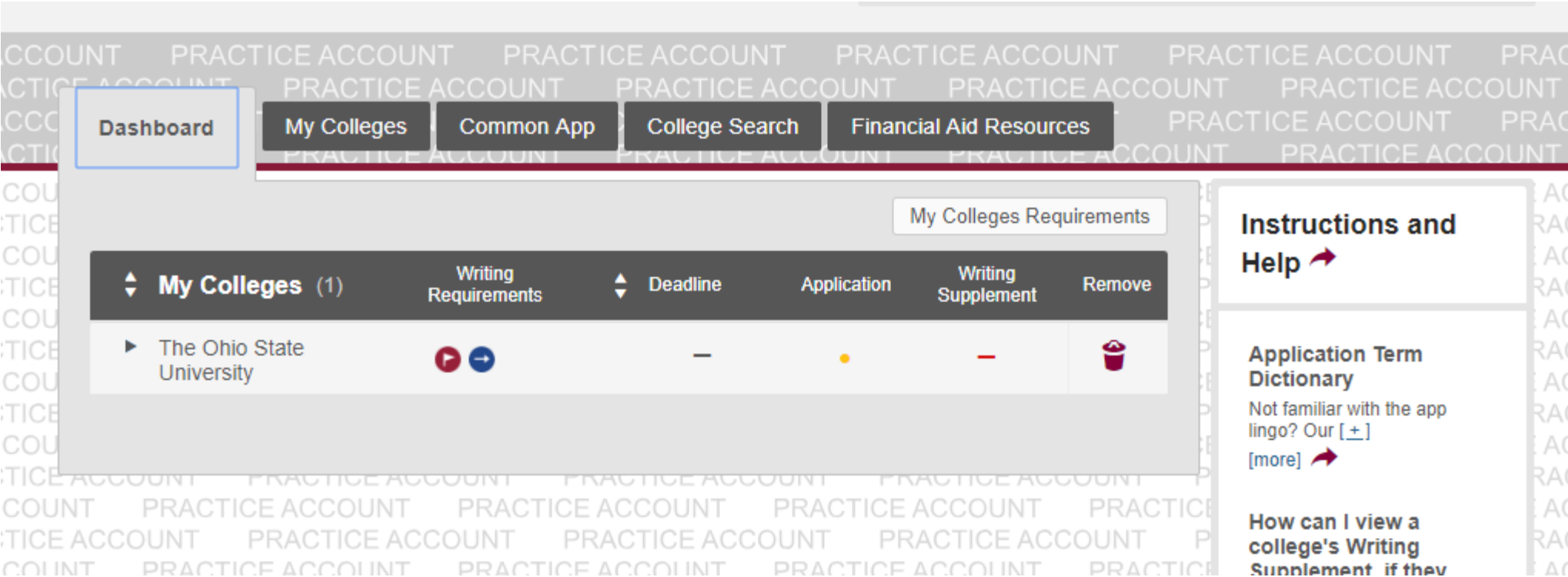
## Are you ready to submit your application?



- ❖ Click on My Colleges
- ❖ Click on Review and Submit Common App
- ❖ Follow the prompts

Submission is a three-step process:

1) Reviewing your application.

2) Paying the application fee.*

3) Submitting your application.

# 7. Submit your application

Review and submit your application



Submission is a three-step process:
1) Reviewing your application.
2) Paying the application fee.*
3) Submitting your application.

❖ Pay your fee
❖ Sign your name
❖ Hit the submit button

Now Log on to Naviance through the Bradley Web Site

HBR PARENT INFO    HBR STUDENT INFO

eady for Tomorrow

Hilliard **Bradley** High School

Home | About Us | Our Staff | News & Info | Guidance | Academics | Performing Arts | Athletics

ference

- edule
- Report
- enter
- Handbook
- Manual

Activities

- Activity Calendar
- Clubs
- Renaissance Program
- Yearbook
- Application for Yearbook

Tools

- Canvas
- Google Apps for Education
- Home Access Center (HAC)
- Naviance

Log in screen



Welcome to Naviance Student

Welcome to Naviance! STUDENTS - Please login using your standard Hilliard City Schools network username and password. PARENTS - First time visit, please click the 'I need to Register' link on right side of screen to create your account.

**Email or Username**

**Password**

☐ Remember me                                        Forgot your password?
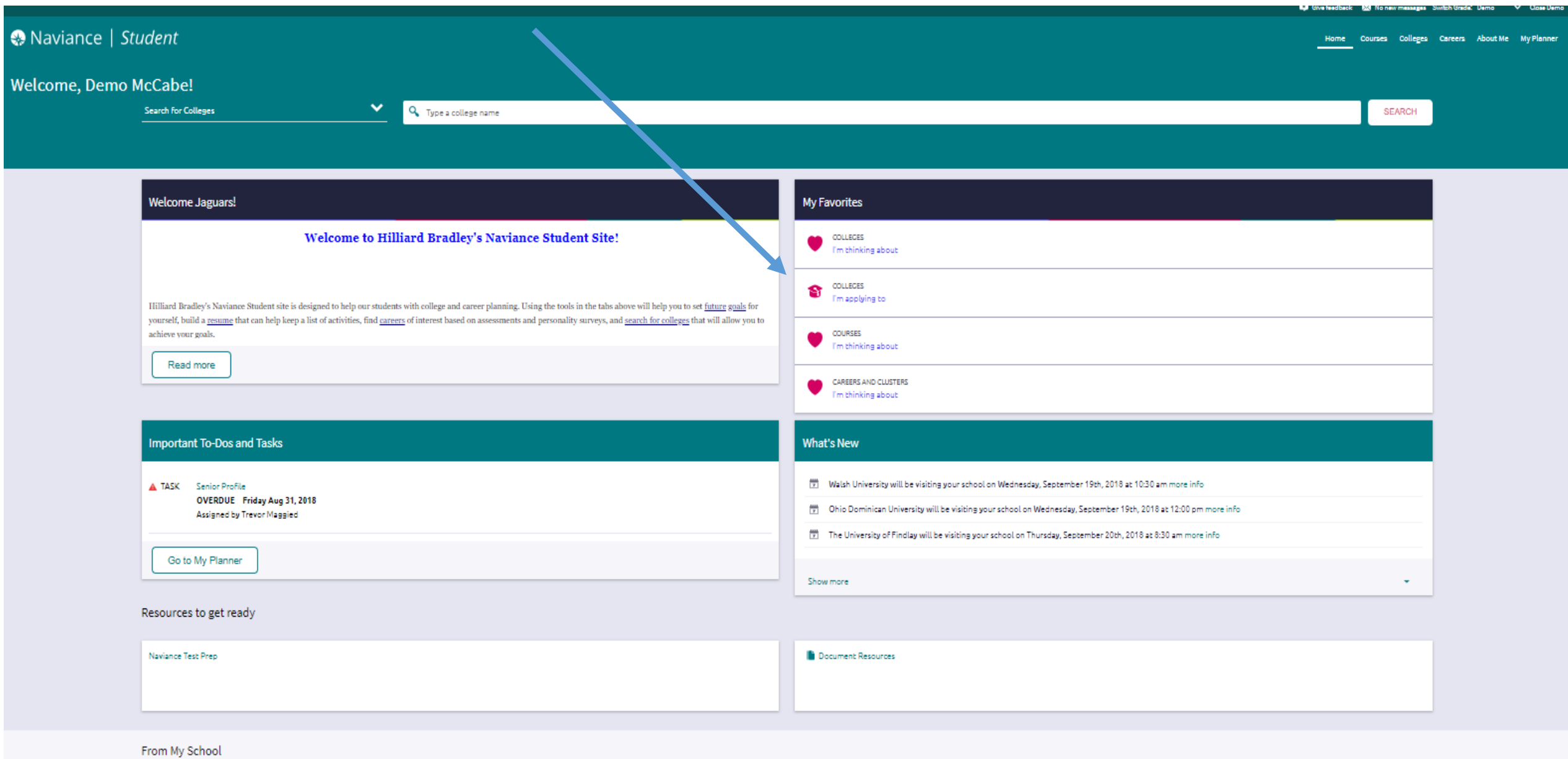
**Login**

Are you new here?

I need to register

**Hilliard Bradley High School**
2800 Walker Road
Hilliard , OH 43026
Privacy Policy

# Go to "Colleges I'm Applying To" and "Match Common App Account"

Remember that you must use your common app email address
to make this work – click on Match Accounts



Naviance | *Student*

Home    Colleges    Careers    About Me    My Planner

Colleges I'm applying to                                    🔍  Search for colleges

ℹ  **It looks like you are not currently able to apply to Common App schools.**          Match Accounts
    Match your Common App account to Naviance Student account to get started.

📄 Manage Transcripts     📊 Compare Me     ➕

✳ = extended profile available                          ➕ REQUEST TRANSCRIPTS    🗑 REMOVE

College that I'm attending:

⚠ **Note:** Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

## Get Started with Common App

You have already done these two parts

- Create a Common App account on  Common App Online ⬈
- Sign the Common App (CA) FERPA Waiver on  Common App Online ⬈

## TIPS

These tips will help you successfully match your accounts.

- Mark sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

## Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

**Common App Email Address**

Remember that you must use your common app email address
to make this work, than click Match Accounts

**Date of Birth**

Match Accounts       I don't need this

Now add colleges in Colleges that I'm Attending
Click on the Red ━━━━━ to add colleges

**+**



Naviance | *Student*                                    Home   Courses   **Colleges**   Careers   About Me   My Planner
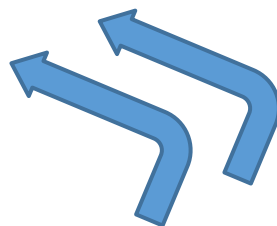
**Colleges I'm applying to**                                    🔍 Search for colleges

✓ **Your Common App account has been matched.**
  Your FERPA status is not waived. You're ready to apply to colleges using Common App.

📄 Manage Transcripts     📋 Application Milestones     📊 Compare Me     **+**

✦ = extended profile available                              **+ REQUEST TRANSCRIPTS**     REMOVE

**College that I'm attending:**

N/A                                    ⌄                    Update

**Letters of recommendation**

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

Add the colleges you are applying to

Add New College Application

STEP 1

STEP 2

Add Application

Request Transcript

**Which college are you applying to?**

| The Ohio State University | ✕ |

The Ohio State University

The Ohio State University, Agricultural Technical Institute

The Ohio State University at Lima

The Ohio State University at Mansfield

☐ I've submitted my application

Add Application    ADD AND REQUEST TRANSCRIPT

Once you have added colleges click here to Add and Request Transcripts

# Click the initial box and hit the Request and Finish button

✔ ──── STEP 2

Add Application          Request Transcript

**What type of transcript are you requesting?**

☑ Initial

☐ Mid year

☐ Final

**What additional materials, if any, do you want included?**

☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

**Where are you sending the transcript/s?**

✖ The Ohio State University                                                ⌄

**Request and Finish**

Now we want to select how you submit your applications, Click the Edit tab

🔍 Search for colleges

✓ **Your Common App account has been matched.**
Your FERPA status is waived. You're ready to apply to colleges using Common App.

📄 Manage Transcripts    📊 Compare Me    ➕

✦ = extended profile available

➕ REQUEST TRANSCRIPTS    🗑 REMOVE

| | College | Type | Deadline | | Transcripts | Office materials | Submission Type ℹ | Application | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Capital University | RD | Regular Decision | - | no request | Pending | 🖥❓ | Unknown ⌄ | ✏ EDIT | MORE ⋮ |

## College that I'm attending:

N/A                                                    ⌄                    Update

## Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

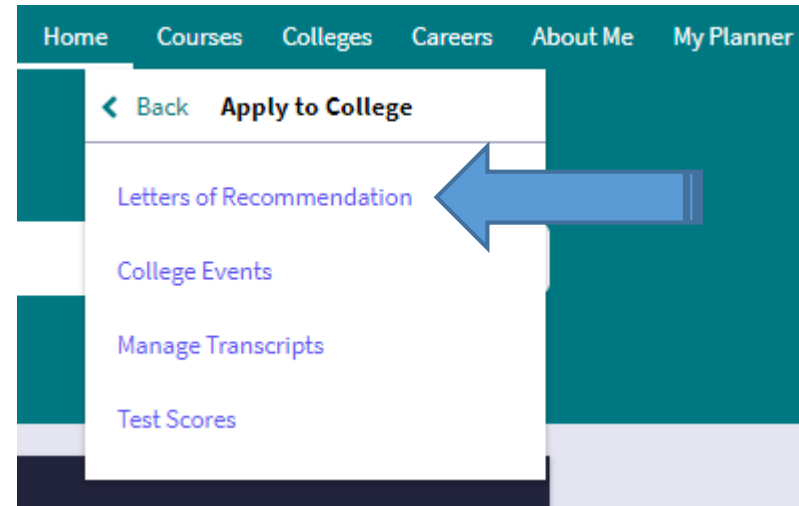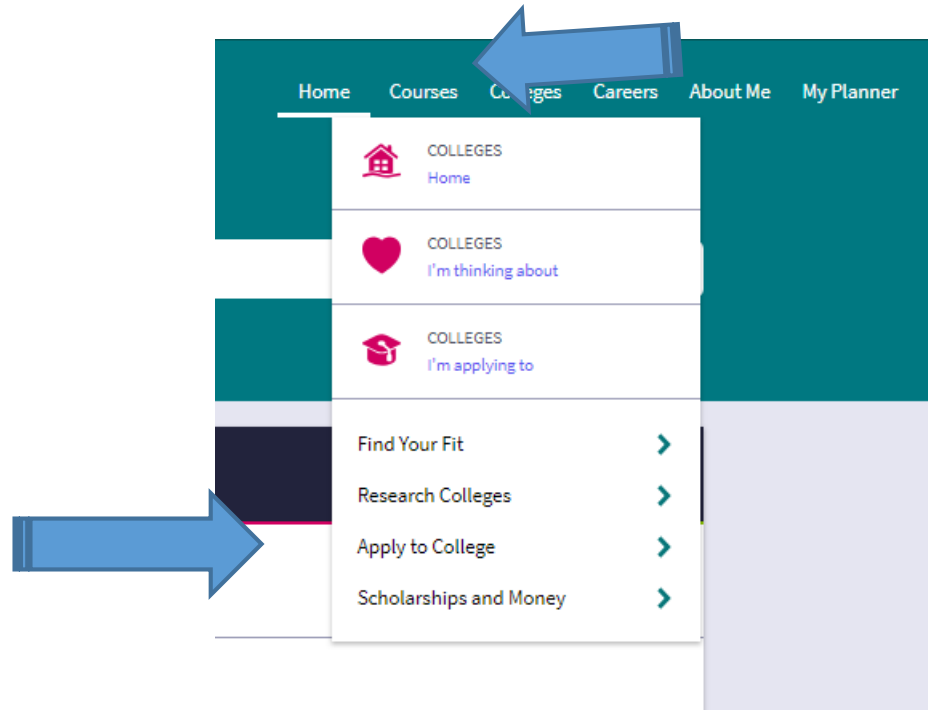Click on Via Common App for each college  Than his the Save College Application Button

How to request Letters of Recommendations
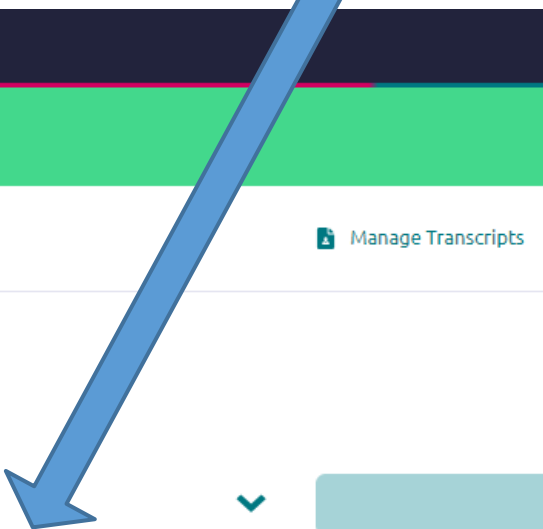Click on Colleges
Click on Apply to College
Click on Letters of Recommendations

Click on the Letters of Recommendations

Remember to let the teacher know first that you would like a recommendation

**Colleges I'm applying to**                                           🔍 Search for colleges

✔ **Your Common App account has been matched.**
Your FERPA status is not waived. You're ready to apply to colleges using Common App.

                                   📄 Manage Transcripts    📋 Application Milestones    📊 Compare Me    ➕

                    ✦ = extended profile available                    ➕ REQUEST TRANSCRIPTS    🗑 REMOVE

**College that I'm attending:**

N/A                                                  ⌄                              Update

**Letters of recommendation**

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

Click on Add Request

Naviance | *Student*

**Letters of recommendation**

## Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

| Recommendation For ▲ | Deadline ▲ | Recommender(s) | Status ⓘ | Cancel Request |
|---|---|---|---|---|

✉

Your recommendation requests will show up here.

Add Request

Pick the teacher
Include a note and Thank the Teacher
Hit submit request



Naviance | Student

HOME    Colleges    Careers    About Me    My Planner

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel        Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher ▼

2. Select which colleges this request is for:*

○ Choose **specific** colleges from your *Colleges I'm Applying To* list

○ All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

# Senior Profile

What do I want people
(aka teachers writing rec letters & future college
admissions)
to know about me??

Make sure you complete the Senior Profile Task

What is your story?

It will be located on your Naviance home page

Now click on Colleges Home

# What can you do within Naviance?

SuperMatch

Strengths Explorer

Roadtrip Nation

Explore Careers

Do some Research  Click on SuperMatch to find the best fit for you

# Find Your Fit

🔍 SuperMatch®

College Match

Scattergrams

Advanced College Search

College Lookup

Show less

# Research Colleges

❤️ COLLEGES
I'm Thinking About

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Show less

# Apply to Colleges

🎓 COLLEGES
I'm applying to

# Scholarships and Money

🎓 SCHOLARSHIPS
I'm Applying To