

2021-2022 College Application Directions

Before Applying

1. Consider where to apply.
 - Things to think about: Majors, programs offered, size, location, cost, etc. Most students apply to 3-6 colleges, narrow down your list early, it will be less work for you.
 - Check deadlines
 - Check each college's specific application requirements

2. Login to Naviance Student

How-to: On a computer - go to www.isd.623.org 1- Click on students 2- Click on Naviance/MCIS 3- Log in via Clever with your school account information	How-to: On an iPad 1- Open the Clever app 2- Log in via Clever with your school account information 3- Tap the Naviance icon.
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3. Complete Naviance tasks

- Complete **"Consent to Release Educational Data"**

How-to : Complete [Consent to Release Educational Data](#)(linked at the bottom of your Naviance homepage) email to carolyn.hill@isd623.org
OR Complete FERPA Waiver in Common Application

- Add Colleges to your "Colleges I'm Applying To" List

How-to Colleges→Colleges I'm applying to→Click the "+" in the red circle→Search for the college of your choice→Indicate app and submission type→Click "add application button"

How to Apply

1. Fill out and submit applications to each college via colleges' websites or thru the Common Application

Tips

- *Some colleges use the Common App (See below **if this applies to you**)*
- *Fill out an application fee waiver in Student Support Services if you qualify for [Educational Benefits](#)*
- *Each college has different application procedures, requirements, and deadlines know which ones apply to you*

Common App Instructions

- Set up an account and complete applications at www.commonapp.org
- Sign the FERPA waiver in Common App
- Complete the "Common App Account Matching" in Naviance Student

How-to Colleges→Colleges I'm applying to→ Click "Match Accounts"→Enter the email address you used for your Common App account→Click "Match Accounts"

2. Request transcripts through Naviance for all colleges.

How-to Log into your account Naviance account →Click on Colleges→Under Apply to College→Manage Transcripts→Click on the red circle with the white plus sign→ Enter info, then click “Request and Finish”

IMPORTANT Every 12th grader will receive 4 free transcripts. Additional transcripts cost \$5.00/each. You will pay for these in [Smart School](#) click on RAHS tab then class fees. Transcripts are processed on Tuesdays and Fridays that school is in session.

3. If needed - take college entrance exams and/or send test scores, many schools will not require them due to COVID. Scores must be sent through the testing agencies ACT or College Board, scores sent from RAHS are considered “unofficial”.
4. Review application for additional requirements

If letters of recommendation are required (many schools do not require them) **allow two weeks to process your request for a letter of recommendation.**

Teacher’s Letter of Recommendation

- Personally request a letter of recommendation from your teacher through email or Schoology message.
- Add your request in Naviance

How-to College→ Under Apply to college **tap** Letters of Recommendation→ Add Request

Counselor’s Letter of Recommendation

- Email your counselor and request a letter. **Make sure your resume is up-to-date or set up a Zoom meeting to discuss your letter.**

After Applying

1. Update Naviance as you hear back from colleges.

How-to Colleges→Colleges I’m applying toe→Click on “Edit” →**Update** Results Drop down →Save application→Repeat as needed

2. Fill out the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/> as soon as possible after October 1st
3. Search and apply for scholarships on Naviance.

How-to Colleges→Scholarships and Money section

4. Decide which college to attend
 - Update “College I’m Attending” in Naviance

How-to Colleges→Colleges I’m applying to→Scroll to “College I’m Attending”→Click on drop down arrow→Highlight college→Update

- Send a final transcript to the college you will attend - You do this by completing the Senior Survey in Naviance and selecting the college in the “Attending” box in your list of colleges in Naviance.
- Contact other colleges you applied to and let them know you are not attending