

Instructions for Use of “Colleges I’m Applying To” in Naviance

1. **Create** an account at commonapp.org and/or coalitionforcollegeaccess.org. Please keep login information to use later in Naviance. Complete application including the FERPA Release Authorization. It is in the student’s best interest to **waive** their right to access their recommendation letters.
2. **Log** into Naviance account. If you are applying via Common App, **complete** “Common App Account Matching” under the “Colleges” tab. You will need to input your Common App email address and birthdate. There is **no** matching component if you are **only** using The Coalition Application.
3. **Finalize** list of “Colleges I’m Applying to List.” (Once a school is moved to “Applying” from “Thinking About,” it can only be removed by counselor). Please specify if you are applying using the Common App or Direct to institution and specify application type (e.g. early decision, early action, regular decision).
4. **Check** the “Request Transcripts” box. This activates the documents tracker.
5. **Apply** to colleges and then under “Colleges I’m Applying to” click “Have You Applied?” under My App then check the “I have submitted my application” box.
6. **Submit** to your Counselor a signed *Teacher & Counselor Recommendation Waiver* and *Transcript Release Form* with list of colleges where you have applied and include deadlines. Forms must be submitted 15 school days in advance of the application deadline.
7. **Request** letters of recommendation from your teachers. Please provide stamped, addressed envelopes and any supplemental forms (e.g. Common Application’s Teacher Evaluation) required to the teachers that are writing your letters of recommendation. Requests must be submitted 15 school days in advance of the deadline.
8. **Contact** College Board (SAT) and/or ACT to request your test scores be sent to the colleges to which you are applying (if applicable).
 - <https://collegereadiness.collegeboard.org/sat/scores/sending-scores> (SAT)
 - <http://www.actstudent.org/scores/send/> (ACT)
9. **Update** your Naviance account as you receive admissions decisions.

The School Counseling Office will submit the following via Naviance:

- Counselor Recommendation Letter
- Secondary School Report (if applicable)
- School Profile

- Official Transcript

****Please note that Rutgers University and Pennsylvania State University require prospective students to self-report their academic record. If you are applying to either school, you should pick up an unofficial copy of your transcript from the Guidance Department to complete your application.**

Transcript Release Form Submissions and Teacher Recommendation Requests

College Application Deadline	Guidance/Teacher Recommendation Request Deadline
October 15	September 22
November 1	October 11
November 15	October 23
December 1	November 6
December 15	November 22
January 1	December 4 *due to Winter Recess
January 15	December 15 *due to Winter Recess
February 1	January 10

Please do not hesitate to contact your school counselor if you have any questions.