

Avon High School

Steps to completing a college application

1. Fill out college application
 - a. On the Common App
 - b. On the college's website

2. Match Common Application with Naviance
 - a. Under colleges I'm applying to
 - b. You must sign the FERPA waiver on the common app
 - c. There is a video on google classroom showing how to do this

3. Add colleges you are applying to
 - a. If your application is via the Common App, you must verify the delivery method in Naviance on your "Colleges I'm Applying To" page
 - b. If your application is not on the Common App, you must add the college(s) to the "Colleges I'm Applying To" tab
 - c. Click add colleges to this list and add the "Colleges I'm Applying To"
 - d. Once you have added your colleges, you must click edit and click on which way you are applying (ex. Common App, directly to the institution)

4. Request transcripts
 - a. Request must be made on Naviance under the "Colleges I'm Applying To" tab
 - b. The "request transcript" link is found at the top of the list of colleges you've added to this tab (it is underlined and is blue)

5. Letters of recommendation
 - a. Under the "Colleges" tab, click letters of recommendation
 - b. Click add request and select the teacher you would like to request a letter of recommendation from
 - c. We would suggest asking the teachers in person before requesting on Naviance

6. Letting your counselor know
 - a. You **MUST** let your counselor know that you have applied by emailing your counselor: **Naviance does not send the counselors a notice when you request your transcripts on Naviance.**
 - b. Emailing your counselor is especially important if you've added requests after a long period of inactivity on Naviance.
 - c. It will take counselors up to 2 weeks to process your request. **Requests made less than 2 weeks before a deadline are not guaranteed to be submitted on time.**