APPLYING TO COLLEGE USING COMMON APP AND NAVIANCE

Once you have created a Common App Account (www.commonapp.org) and have applied to colleges, you must complete the application process via Naviance (found on your launchpad). Once in Naviance, complete the steps below:

MATCH YOUR COMMON APP ACCOUNT: (<u>MANDATORY STEP</u>)

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. From the Common App matching message, click **Match Accounts**.
3. Sign in to your Common App account. If you do not have an account, create one.)
4. Review information. Select **I agree** and **Connect**.
5. Review information and status of your **FERPA waiver**.

ADD COLLEGES TO YOUR "COLLEGES I'M APPLYING TO" LIST AND REQUEST TRANSCRIPTS

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. Click **Add**.
3. Enter the name of college you are applying to and select it from the list.
4. Select an **App Type** from the list. Indicate how you will submit your application/SAT & ACT Scores.
5. Click **Add Applications** or click **Add and Refresh Transcripts**, select transcript type.   Click **Request and Finish**.

REMOVE COLLEGES FROM YOUR "COLLEGES I'M APPLYING TO" LIST

1. Select **Colleges** and then select **Colleges I'm Applying To.**
2. Choose the college to delete.
3. Select **Remove** and then click **Remove.**

REQUEST TRANSCRIPTS

1. Select **Colleges**, then select **Colleges I'm Applying To**.
2. Select **Request Transcripts**.
3. Select the type of transcript you are requesting. Click **Request and Finish**.
4. **To request a final transcript**, select **Colleges I'm Applying To**, **Manage Transcript**. Select **Final Transcript**.

REQUEST LETTERS OF RECOMMENDATION

1. Select **Colleges** then select **Letters of Recommendation** from Apply to College.
2. Click **Add Request.**
3. Select teacher from the list.
4. Select **all colleges or specific colleges** to invite a teacher to write a letter and send it to only the colleges specified. You cannot request a letter of recommendation if you have already requested the maximum number allowed by the institution.
5. Optionally, select **General Request** to invite a teacher to write a letter and send to a college.
6. Enter a personal note up to 3000 characters to share for teachers to highlight in letter.
7. Click **Add Request**.