

APPLYING FOR COLLEGE

Colleges I'm Applying To

NAVIANCE TASK



1. Log on to [Naviance](#) (use single sign on)
2. Update "Colleges I'm Applying To" (under Colleges Tab)
3. Move Colleges from "College I am Thinking About" - OR -
4. Add Colleges by clicking the RED PLUS symbol

Determine How/When To Apply

COLLEGE WEBSITE



1. HOW: Go to the college admissions' website to determine how you will apply.
 - Institutional Application, [Common Application](#) ([match accounts on Naviance](#))
 - Be sure to "Match" your CA account in Naviance under "Colleges I'm Applying To"
2. WHEN: Determine the application deadline based on application type.
 - Early Decision (binding), Early Action, Priority, Rolling, Regular, etc
 - Be sure your deadlines are correct in Naviance and "edit" if needed.

Request Transcripts

BHS COUNSELING OFFICE



1. Complete the [Transcript Request Form](#) for College Applications.
2. Turn in your transcript request form and payment to the Counseling Office. \$2 each (pay online, cash or check in the counseling office)
3. View the status of your transcript requests in Naviance under "Colleges I'm Applying To"

Do You Need Letters of Recommendation?

NAVIANCE & COUNSELING OFFICE

Check each college admissions' website to determine if you are required to send Letters of Recommendation. Please allow **10 school days** notice for all letter requests.

Counselor's Letter Request -



1. Complete the "Senior Survey" in [Naviance](#) ("About Me" and "Surveys from your school")
2. On the [Transcript Request Form](#), use the column for "Counselor Recommendation" to let your counselor know if you will need a letter for that specific college.

Teacher's Letter Request - must go through Naviance ONLY

1. Ask your teacher in person or email and ask politely.
2. On [Naviance](#) under "Colleges I'm Applying To" select "Letters of Recommendation"
3. Click the "Add Request" button. Select a Teacher and which college this request is for.
4. Don't forget to say Thank You!!

Sending Test Scores

ACT & COLLEGE BOARD



Log on to your account at www.ACT.org or www.collegeboard.org and follow the instructions to have your scores sent to your list of colleges. Send your scores at least a week before the application deadline.