

College Application Process

Most applications are available online, and admissions offices usually prefer you access the online application. There are three basic types of applications which a student can use to apply to college:

1. School designated application
2. Common Application (used by over 800 institutions)
3. Coalition Application (used by around 100 institutions)

Be mindful of application deadlines and the steps that need to be taken for all pieces of the application to be complete. With the application you submit, the following materials are also required by most institutions:

1. High School Transcript
2. Letters of Recommendation
3. Standardized test scores (SAT/ACT)

SBA uses Naviance to process college applications. You will be adding the colleges you are applying to on Naviance, requesting your transcript be sent through Naviance, and requesting your letters of recommendation from teachers through Naviance. Your school counselor will write and submit a letter of recommendation on your behalf. We ask that you turn in a Parent Brag Sheet and Student Brag Sheet to help us craft your letter. **It is your responsibility to have your ACT and/or SAT test scores sent to colleges.** If you use the Common Application, you will need to sync the application through Naviance as well.

Step 1: Turn in Transcript Authorization Form

In order to process your application through the Counseling Office, you must first submit a Transcript Authorization Form. This allows us to release your transcript to the colleges. This form can be found on the College Services page of the SBA website, in our office area, and from your counselor. Please fill out form, have parent sign form if you are under 18 or sign it yourself if you are 18, and turn form in to your counselor.

Step 2: Create a Common Application Account

If you are not using the Common App, skip to step 3.

--Create a Common Application at www.commonapp.org. Use your school email to create your account—you will use this email to match your account to Naviance as well.

--Under the “Common App” tab, complete the entire **Profile** and **Education** sections first so they each have a green checkmark

--Go to “My Colleges” tab and add colleges to which you applying with the Common App. Listing colleges in this section will automatically enter them in the “Colleges I’m Applying To” section on Naviance when you sync accounts. You can also search the colleges under the

College Search tab, which contains all the schools which use the Common App and add them by checking each college and clicking ADD.

--Then complete the FERPA Waiver under the Recommenders and FERPA section of My Colleges. Click the FERPA Release Authorization, which gives SBA permission to send your transcript. Follow the instructions and click these items:

--I waive my right to review all recommendations and supporting documents...
--I understand that my waiver or no waiver selection above pertains to all colleges...

--All SBA teacher recommendations are requested through Naviance (step 4). If you have requested a letter from anyone other than an SBA teacher, you can submit the request for an OUTSIDE RECOMMENDER in Common Application.

--After completing these steps, you can sync your Common App account with Naviance (step 3 below).

--Complete and review the remaining sections of the Common Application and submit your application.

Step 3: Add colleges you are applying to on Naviance

On Naviance Student, click on “Colleges” tab, and then under “Apply to Colleges,” choose “Colleges I’m Applying To.” If you are submitting the Common App to colleges, click on “Match Accounts.” Enter the email address used to create your Common App account, and date of birth. Click on “Match Accounts.” The colleges you entered on your Common App account should now appear on your “Colleges I’m Applying To” list.

If you are not using Common App, click on “Match Accounts,” and then select “I don’t need this” in the right-hand bottom corner. After this process, you will add remainder of colleges you are applying to by clicking on the pink + sign on the right-hand side. Now type in college name and select, select how you are applying (see below), and if you are applying through the Common App, Direct to the Institution, or Other, and check if you have already submitted your application.

Regular: application typically due Jan. 1 or after. Application will be reviewed after deadline.

Rolling: application is reviewed when all materials are received and you are notified around 6 weeks later. It is advised to get rolling applications in as early as possible.

Early Decision: application is due by early deadline, usually Nov. 1 or 15. You can only apply to one college through early decision, as it is a binding response if accepted. You must commit to that school if accepted and withdraw all other college applications. Responses from colleges are given mid-December.

Early Action: application is due by early deadline as with Early Decision, but the decision is NOT binding. You may apply to any number of colleges through early action.

You can either check “Add Application,” if you aren’t ready to request a transcript yet, or click on “Add and Request Transcript” if you would like to also indicate that you’d like your transcript sent as well. Check “initial” if you are submitting your application. Indicate where you want your transcript sent, then check “Request and Finish.”

To edit how you are applying for a college, click on the arrow under the Application column on your “Colleges I’m Applying To” list and click on “Have You Applied?” Select all information that applies and click on “Save College Application.”

You can also request that your mid-year transcripts be sent. These are automatically sent if using Common App.

Step 4: Request Teacher Letters of Recommendation

We advised you to ask one to two teachers during the spring of your junior year to write you a letter of recommendation. Please check back in with these teachers and fill out any recommendation information forms they may have. You also need to request teacher recommendations through Naviance. Once the teacher has written the letter, they will see your request and upload it on Naviance to be sent by your counselor.

--On Naviance Student, go to “Colleges” tab. Under “Apply to Colleges,” click on “Letters of Recommendation.”

--Click on “Add Request,” and select a teacher from the drop-down menu

--Check whether you want the teacher to write a letter for every college you are applying to, or a specific college(s). Generally, you will check “all colleges” unless the teacher is an alum of a specific college, or there is a unique reason why you want a teacher rec for one specific college.

*Please note that for colleges that limit the number of letters of recommendation allowed, recommenders who submit first will fulfill that limit, and any subsequent letters will not be accepted by the college.

--In the “Personal Note to Teacher” box, you are required to include the deadline date by which your letter needs to be uploaded on Naviance by the teacher for processing. This date should be several weeks before the application deadline.

--Click on “Submit Request”

--Repeat process for each teacher

Step 5: Request Transcript be sent to Colleges

Once we have your Transcript Authorization Form, and we have received your transcript request through Naviance, we will be able to process your application materials through Naviance. **You must give our office at least two weeks to process your materials.** Keep your deadlines in mind when requesting transcripts. You will want to make your request in plenty of time to meet your college application deadlines!

--On your “Colleges I’m Applying To” list, put a check in front of the college(s) for which are requesting a transcript be sent and click on +request transcript link above your list of colleges.

Check “initial transcript,” and make sure the college(s) listed are correct. Click “Request and Finish.”

--Once you have submitted your application for the college, indicate that you have applied by clicking the arrow for that college under the Application column on your “Colleges I’m Applying To” list and indicate that you have applied. Click “Save College Application.”

--Complete this process for each college when you are ready to have your materials sent

Step 6: Sending SAT/ACT scores

SAT: Register on the CollegeBoard website, www.collegeboard.org

ACT: Register on the ACT Website, www.act.org

--You are responsible for sending your scores to the colleges you are applying to. Most colleges require applicants to send them official score reports directly from the CollegeBoard or ACT.

--You can send four free score reports to colleges **when you register for the SAT or ACT**. You must list them when you are registering. Many colleges view receiving your scores early as a demonstration of your interest.

--You can still send four free score reports to colleges up to nine days after the test — after that there's a fee for sending score reports, unless you're eligible for an SAT or ACT fee waiver.

--To send score reports after registration, you must log back onto College Board or ACT, click on **send scores**, enter the colleges you want them sent to, and submit payment.