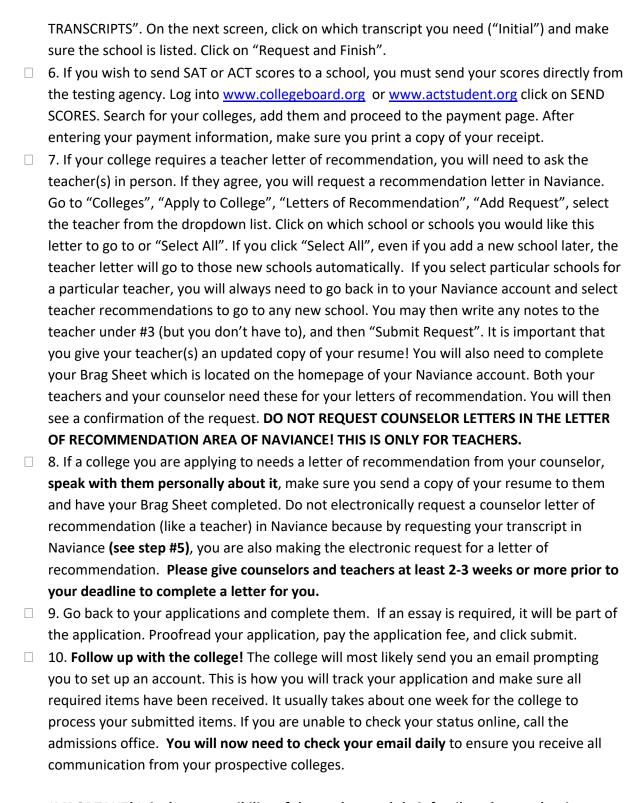# PHHS COLLEGE APPLICATION STEPS

- ☐ 1. Make your list of colleges (2- and 4-year schools) that you will be applying to (at least one safe, public, Maryland school). Add the schools to your Naviance Account; log into your BCPS Google account and go to Naviance.com. Make sure to log in using the "Clever" button. Under "Colleges" click on "Colleges I'm Applying To", click on the blue"+" on the right side, begin typing the name of the college and when it appears, click on the college. Click on the application deadline you prefer and how you will apply. Then click "Add Application" or if you have already submitted a Naviance transcript release form to the Counseling Office, "Add and Request Transcripts".

- ☐ 2. Choose the type of application and how you are applying via the dropdown menus. Some schools are members of the Common Application. This is a website, www.commonapp.org where you will create an account and fill out the application. If the colleges you are applying to are members of the Common App, it is recommended that you apply using the Common App. Once you have updated your applications in Naviance you will see your college listed on the "Colleges I'm applying to" screen. If you see a blue box with a Red "CA" in it under Submission Type, this means the college is a Common App school and that is how you are applying. If the blue box is empty, the college does not use the Common App and you will apply by going to the college website and navigating to their admissions page. It is important that you select the correct type of application because the college will need this information to find your documents when sent electronically.

- ☐ 3. Under the "Application Type" dropdown menu, you will choose the deadline of the application you are submitting such as "Regular Decision", "Early Decision", "Early Action", "Rolling", etc. (the options depend on whether the schools offer them). To edit **any** application information, click on the "edit" (the pencil icon) link across from the college. **Check the college website to confirm deadlines**. **This is a crucial step**. Once you have changed anything, click on "Save College Application." **Your transcript will not be sent until the approaching deadline that you indicated in Naviance.**

- ☐ 4. If you are using the Common Application for any college you are applying to, go to www.commonapp.org and create an account. Click "Create an Account" and then "First Year Student" on the application and follow the steps. These include creating an account, filling out personal information (under "Common App" tab, click on each menu item on the left), adding at least one college to your Common App (under college search), filling out the FERPA waiver information (go to "My Colleges" and click on "Recommenders and FERPA" to the left), and then matching your Common Application with Naviance. To do this, go to your Naviance account, click on the "Colleges" tab, click on "Colleges I'm Applying To", click "Match" at the top. This allows Naviance and your Common App to share information.

- ☐ 5. Return Transcript Release Form to the School Counseling Office. In Naviance, in "Colleges I'm Applying To", check the boxes to the left of your colleges and click on "REQUEST

TRANSCRIPTS". On the next screen, click on which transcript you need ("Initial") and make sure the school is listed. Click on "Request and Finish".

- ☐ 6. If you wish to send SAT or ACT scores to a school, you must send your scores directly from the testing agency. Log into www.collegeboard.org or www.actstudent.org click on SEND SCORES. Search for your colleges, add them and proceed to the payment page. After entering your payment information, make sure you print a copy of your receipt.

- ☐ 7. If your college requires a teacher letter of recommendation, you will need to ask the teacher(s) in person. If they agree, you will request a recommendation letter in Naviance. Go to "Colleges", "Apply to College", "Letters of Recommendation", "Add Request", select the teacher from the dropdown list. Click on which school or schools you would like this letter to go to or "Select All". If you click "Select All", even if you add a new school later, the teacher letter will go to those new schools automatically. If you select particular schools for a particular teacher, you will always need to go back in to your Naviance account and select teacher recommendations to go to any new school. You may then write any notes to the teacher under #3 (but you don't have to), and then "Submit Request". It is important that you give your teacher(s) an updated copy of your resume! You will also need to complete your Brag Sheet which is located on the homepage of your Naviance account. Both your teachers and your counselor need these for your letters of recommendation. You will then see a confirmation of the request. **DO NOT REQUEST COUNSELOR LETTERS IN THE LETTER OF RECOMMENDATION AREA OF NAVIANCE! THIS IS ONLY FOR TEACHERS.**

- ☐ 8. If a college you are applying to needs a letter of recommendation from your counselor, **speak with them personally about it**, make sure you send a copy of your resume to them and have your Brag Sheet completed. Do not electronically request a counselor letter of recommendation (like a teacher) in Naviance because by requesting your transcript in Naviance **(see step #5)**, you are also making the electronic request for a letter of recommendation. **Please give counselors and teachers at least 2-3 weeks or more prior to your deadline to complete a letter for you.**

- ☐ 9. Go back to your applications and complete them. If an essay is required, it will be part of the application. Proofread your application, pay the application fee, and click submit.

- ☐ 10. **Follow up with the college!** The college will most likely send you an email prompting you to set up an account. This is how you will track your application and make sure all required items have been received. It usually takes about one week for the college to process your submitted items. If you are unable to check your status online, call the admissions office. **You will now need to check your email daily** to ensure you receive all communication from your prospective colleges.

IMPORTANT! It is the responsibility of the student and their family to know what items are required for admission as well as the deadlines for application and submission of materials! When in doubt, check the colleges' admissions page on their website!