

NAVIANCE STEPS WHEN APPLYING TO A 4-YEAR COLLEGE

If applying to a 4-year college, the steps below must be completed no later than October 1, 2021!

Failure to do so may impact the submission of your supporting materials.

These steps are explained in the “Naviance Steps for Applying to a 4-Year College” [presentation](#) and Academy sessions.
Check Teachmore for session details.

Where are you applying?

- ❑ Finalize your college list and add the college/s you are applying to ([Naviance](#))
 - Load in the “colleges I’m applying to” section

When are you applying?

- ❑ Confirm the app type/deadline for each college ([Naviance](#))
 - Early Decision? Early Action? Regular Decision? Rolling?
 - Supporting materials (if required) will be submitted by your reported deadline
 - **If you change the app type/deadline after your Senior Appointment, you must notify your counselor**

How are you submitting your application?

- ❑ Confirm the submission/delivery type for each college ([Naviance](#))
 - Common App? Direct to the institution?
 - Select “direct to the institution” if you are applying through the college’s website or Coalition App
 - **If you incorrectly report the submission type your supporting materials may not be received by the college**

Do you need to match your Common App and Naviance accounts?

- ❑ If you are using the Common App to submit one or more applications, you **MUST** match your Common App and Naviance accounts ([Naviance](#)) and complete the FERPA waiver in your Common App account
 - Supporting materials cannot be submitted if your accounts are not matched and/or your FERPA waiver is not completed

Are supporting materials (transcript/school report/letter of recommendation) needed for my application?

- ❑ Check the application requirements webpage for each college you are applying to
- ❑ If an **official transcript** is required, complete the following:
 1. Add the transcript request ([Naviance](#))
 - Select “initial” if needed upon application
 - Select “mid-year” if needed after first semester grades are reported
 - Select “final” if needed after second semester grades are reported
 2. Place a transcript order ([LL Webstore](#))
- ❑ If a **Secondary School Report (SSR)/Counselor Letter of Recommendation** is required, complete the following:
 1. Notify your counselor
 2. Submit the Senior Brag Sheet and the Parent Statement ([Naviance](#))
- ❑ If a **Teacher Letter of Recommendation** is required/allowed, complete the following:
 1. Contact a teacher to request a letter
 2. Add the letter of recommendation request ([Naviance](#))
 3. Submit the Teacher Letter of Recommendation survey ([Naviance](#))

All done? Sign Up For Your Senior Appointment!

- ❑ Schedule your Senior Appointment using the link provided by your counselor
- ❑ **If any changes are made to your application list after your Senior Appointment, you MUST notify your counselor**
 - **If your counselor is not made aware of your changes, supporting materials may not be submitted**