NAVIANCE
by HOBSONS

College Application Checklist

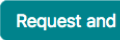## Step 1: Adding Colleges to Naviance Student

1. ☐ Create a Common App account on the **Common App Online** (If N/A skip to step 5)

2. ☐ Sign the Common App FERPA Waiver and add your high school information on the **Common App Online** (If N/A skip to step 5)

3. ☐ Add the colleges you are applying to on your Common App account (If N/A skip to step 5)

4. ☐ Sign into Naviance Student and click on **Colleges I'm Applying to**. Click the `Match Accounts` button to match your Common App account to Naviance Student. Your colleges that you added to the Common App, will now show up under the **Colleges I'm Applying to list** in Naviance Student. (If N/A skip to step 5)

5. ☐ If starting at this step, sign into Naviance Student and click on **Colleges I'm Applying to**. If you are applying to other schools outside of the Common App or are not using the Common App, click the pink plus sign ➕ to add a college you are applying to list.

6. ☐ Choose your **App Type** (Regular Decision, Early Decision, etc.), **select how you will submit your application** (**Common App** or **Directly to Institution – DO NOT FORGET THIS STEP**), and check the box if you have **submitted your application** to the college.

7. ☐ Click `ADD AND REQUEST TRANSCRIPT`

8. ☐ Indicate which transcript you need sent to the college or university you are adding, and click `Request and Finish`

9. ☐ Follow steps 5-8 to add additional colleges and request transcripts

Step 2: Requesting Teacher Recommendations

Speak with the teacher in person to request a letter of recommendation and give them at least **three weeks** to complete the recommendation.

1. ☐ Log into Naviance Student, and on the **Colleges** tab, click **Letters of Recommendation.**

2. ☐ Click **Add Request** to submit a new request to a teacher.

3. ☐ Select a **teacher** from the drop-down list.

4. ☐ Choose whether you want this teacher to write a unique **letter of recommendation to specific colleges,** or a **general letter of recommendation to send to all colleges** you add to your *colleges I'm applying* to list.

> 2. Select which colleges this request is for:*
>
> ○ Choose **specific** colleges from your *Colleges I'm Applying To* list
> ○ All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

5. ☐ Include any specific information about your request (if this is your first-choice school, any specific program or major you are applying for, etc.), and then **Submit** the request.

6. ☐ To track your letter of recommendation requests, click on the **status** under the Status column (requested, submitted, etc.) to view the date and time your school sent the letter to the college.