

**STEP BY STEP GUIDE TO APPLYING TO COLLEGE
AND REQUESTING TRANSCRIPTS AND RECOMMENDATIONS
2015-2016**

A/ IF YOU ARE APPLYING TO ANY COMMON APPLICATION COLLEGES:

1. **Create a Common Application account. (Only required for students who are applying to any Common Application schools.)**
2. Go to www.CommonApp.org. It is free to set up this account.
3. Set up the first few portions of the account. When you complete the **Education** section, you are ready to do the **FERPA** waiver.
4. Under the tab labeled **College Search**, select the name of one of your Common App. colleges. **(Only names of colleges which accept the Common Application will appear.)**
5. Select any one of your colleges from your **My College** list. Click on name of the college.
6. On left side of screen, click on **Assign Recommenders**, then **Manage Recommenders**.
7. **The FERPA waiver will appear.** Answer all questions. It will ask for your birthdate.
8. If successful, a green check will appear on the left.
9. Students can then continue completing the Common Application.
10. Students can apply to any Common Application college through this account.
11. Next, log into your **Naviance Family Connection** account.
12. Open **Colleges** tab and **Colleges I'm Applying To** section.
13. The **FERPA Matching** screen will appear. Write the email address which you used for the **Family Connection** account and the **Common Application** account. If successful, it will state that a Match between Common Application and Family Connection has occurred.
14. You can now add the names of all of the colleges to which you are applying.

B/ IF NONE OF YOUR COLLEGES USES THE COMMON APPLICATION :

1. Log into your **Naviance Family Connection account**. If you have misplaced your user name or password, please see Mrs. Burns, Mrs. Graham, or Mrs. Belfield.
2. Go to the **Colleges** tab.
3. Open the link to **Colleges I Am Applying To**. **You must list all of your colleges here.**
4. Under the same link, you will see a place to add **Teacher requests** for recommendations. Use the pull-down menu to select two teachers. **You do not need to select a counselor.**
5. To apply to any college, go to the website of each college. Look for **Admissions** or **Undergraduate Admissions**. Complete the application online (unless the college instructs you not to do so.) Submit and pay for application.

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Transcript Requests:

1. In **Naviance**, go to **Family Connections**, then **Colleges** tab and **Colleges I'm Thinking about**.
2. Enter each college that you are requesting a transcript for.
3. Bring the paper **Transcript Request Form** to Mrs. Burns in the Guidance Office. **Remember to pay the \$4 fee in the Tuition Office. They will provide you with a Transcript Card.**
4. **Check on Naviance College Quick List** to see if the college accepts electronic transcripts. If we cannot send it electronically, we will mail it to the college.
5. When filling in the **Transcript Request form**, remember to select your choice concerning **sending your SAT or ACT scores**. You must answer this question each time you request a transcript, since most colleges require SATS or ACTs, however, for some colleges, it is optional. You must check with the college to determine their policy on standardized tests.

Teacher Recommendations:

1. Complete the gold **Request for Recommendation Form** (available in the Guidance Office).
2. Make two copies. **Give one copy to each teacher** from whom you are requesting a letter of recommendation. **Teachers must submit their letters through Naviance.**
3. Students must give the completed original copy of the "Request for Recommendation" form to Mrs. Burns for guidance counselors' use.

NCAA Clearinghouse : (For Division I and II Athletes Only)

Go to **NCAA website** – www.eligibilitycenter.org. Fill in the required information at the Clearinghouse website. **Hand in LC Transcript Request Form with the Transcript Card to the Guidance Office. We will mail the NCAA Clearinghouse transcripts.**

Penn State Applications: Naviance may **not** be used for a Penn State transcript. Apply online at the Penn State website. Bring purple form to Mrs. Burns to send your transcript. No envelope is necessary.

Important Notes:

- **STUDENTS MUST COMPLETE THE APPLICATION ON THE PARTICULAR COLLEGE'S WEBSITE (UNLESS IT IS A COMMON APPLICATION SCHOOL). AFTER CLICKING "SUBMIT," STUDENTS MUST SEE MRS. BURNS WITHIN ONE WEEK OF SUBMISSION.**
- **NO TRANSCRIPTS WILL BE SENT UNLESS STUDENTS COMPLETE THE PURPLE TRANSCRIPT REQUEST FORM, PAY THE FEE, AND SEE MRS. BURNS.**
- **STUDENTS MUST SEND ALL SAT AND ACT SCORES DIRECTLY THROUGH THE TESTING WEBSITES. THESE MAY NOT BE ON THE STUDENT TRANSCRIPTS AT THE TIME WHEN STUDENTS APPLY TO A PARTICULAR COLLEGE.**
- **PLEASE ALLOW AT LEAST 10 SCHOOL DAYS FROM THE TIME YOUR REQUEST IS SUBMITTED FOR TRANSCRIPT REQUESTS, COUNSELOR, AND TEACHER RECOMMENDATIONS.**
- **WATCH YOUR DEADLINES ! IF YOU WANT A TRANSCRIPT TO BE RECEIVED BY THE COLLEGE BY JANUARY 1, 2016, YOUR TRANSCRIPT REQUEST MUST BE IN THE GUIDANCE OFFICE BY WEDNESDAY, DECEMBER 2ND, 2015.**