



# College Application Checklist



**NAVIANCE TASKS** Access Naviance through the AACPS ClassLink page, then use the blue “Single Sign-On” button to login. You do not need to enter a username or password.

- Add Colleges by clicking on the Colleges tab> “Colleges I’m Applying To”> click the BLUE PLUS symbol.
- Determine the App Type and Deadline: Early Action/Priority, Early Decision, Regular, Rolling
- Determine how you are submitting your application: Common App, Direct to Institution, Coalition, Common Black College App, etc.
- “Match” your Common App and Naviance. Login to Naviance -> click “Colleges I’m Applying To” under the Colleges tab -> click the red “Match Accounts” button. This is necessary for BHS to send your transcripts and letters of recommendation.

## **COMMON APPLICATION**

- Create an account at [www.commonapp.org](http://www.commonapp.org)
- Add colleges that you are applying to in the College tab.
- Complete the “Recommenders and FERPA Section.” It is recommended you waive your right to view letters.
- Match your Common App & Naviance accounts if not already done. See instructions above.
- Complete the entire Common Application. Then complete the individual requirements/questions under each college before submitting your application and paying the fee.

## **NON-COMMON APPLICATION COLLEGES**

- Add any colleges that do NOT accept Common Application to your “Colleges I’m Applying To” list in Naviance.
- Indicate the correct application type on your Transcript Request Form.

## **REQUEST TRANSCRIPTS**

- Complete the [Transcript Request Form](#).
- Turn in your Transcript Request Form and \$2 per college payment(cash, check, or OSP) to the Counseling Office secretary.
- View the status of your transcript requests in Naviance under “Colleges I’m Applying To”

**LETTERS OF RECOMMENDATION:** Research if your college requires letters of recommendation by going to the college admissions websites. Please provide **10 school days' notice** before the deadline for all letter requests.

**Counselor's Letter Requests:**

- Complete the "Senior Survey" in Naviance. Naviance -> About Me tab -> "Surveys from your school" -> "Senior Survey for Counselor Recommendation Letter"
- Indicate on the Transcript Request Form, under the "Counselor Recommendation" column, if your colleges require a counselor letter. Please check college websites as many colleges do not require counselor letters.

**Teacher's Letter Requests:**

- Ask your teacher(s) in person first. Most colleges do not require more than 2 teacher recommendations, and many do not require letters.
- In Naviance click the "Colleges" tab and select "Letters of Recommendation." Click the "Add Request" button. Select the teacher and select the colleges to which you would like their letter to be sent.
- Don't forget to thank them in person, by email, or with a handwritten card.

**SENDING TEST SCORES (SAT, ACT)**

- Send SAT and/or ACT scores directly from [College Board](#) or [ACT](#) websites. Broadneck does not send standardized test scores.
- Check college websites to see if a school is "test optional" or if they require test score submissions. If test optional, determine whether sending your score will be beneficial to your application (consult with your school counselor if needed).
- Send test scores at least 2 weeks before each college's application deadline.

**COMPLETE, REVIEW & SUBMIT APPLICATIONS**

- Review your college applications.
- Finalize essays and supplement questions.
- Complete the [Self-Reported Transcript and Academic Record](#) if required by a college.
- Schedule admissions interviews/auditions/portfolio reviews if applicable.
- Submit by deadlines and pay for applications.
- Set up your applicant portal for each college after submitting to stay updated on your application status.

**FINANCIAL AID**

- Create a Student and Parent FSA ID at [FAFSA.GOV](#).
- Complete the [CSS Profile](#) if required; check college's financial aid websites.
- Apply for outside scholarships. Search in Naviance under "Scholarships."
- Check for institutional & departmental specific scholarships at your colleges.