

APPLYING FOR COLLEGE

Colleges I'm Applying To

NAVIANCE TASK



1. Log on to [Naviance](#) (use single sign on)
2. Update "Colleges I'm Applying To" (under Colleges Tab)
3. Move Colleges from "College I am Thinking About" - OR -
4. Add Colleges by clicking the RED PLUS symbol

Determine How/When To Apply

COLLEGE WEBSITE



1. HOW: Go to the college admissions' website to determine how you will apply.
 - Institutional Application, [Common Application](#) ([match accounts on Naviance](#))
2. WHEN: Determine the application deadline based on application type.
 - Early Decision (binding), Early Action, Priority, Rolling, Regular, etc

Request Transcripts

BHS COUNSELING OFFICE



1. Complete the [Transcript Request Form](#) for College Applications.
2. Turn in your transcript request form and payment to the Counseling Office. \$2 each
3. You can view the status of your transcript requests in Naviance under "Colleges I'm Applying To"

Do You Need Letters of Recommendation?

NAVIANCE & COUNSELING OFFICE

Check each college admissions' website to determine if you are required to send Letters of Recommendation. Please allow **10 school days** notice for all letter requests.

Counselor's Letter Request -



1. Complete the "Senior Survey" in [Naviance](#) ("About Me" and "Surveys from your school")
2. On the [Transcript Request Form](#), use the column for "Counselor Recommendation" to let your counselor know you will need a letter for that specific college.

Teacher's Letter Request - must go through Naviance ONLY

1. Ask your teacher in person or email and ask politely.
2. On [Naviance](#) under "Colleges I'm Applying To" select "Letters of Recommendation"
3. Click the "Add Request" button. Select a Teacher and which college this request is for.
4. Don't forget to say Thank You!!

Sending Test Scores

ACT & COLLEGE BOARD



Log on to your account at www.ACT.org or www.collegeboard.org and follow the instructions to have your scores sent to your list of colleges. Send your scores at least a week before the application deadline.