

College Application Procedures



- Unless applying **ONLY** to a community college, we strongly encourage and recommend that you use the **Common Application**. If you are using any other application (SUNY application, Coalition application, college specific applications) please see your School Counselor for more specific steps on how to proceed.
 - You must meet with your counselor for your senior appointment before anything will be processed. Make sure to submit all your application materials on **Common App** before turning in your transcript request form (green sheet) to Mrs. Leatzaw.
 - There is a short video on your Naviance Student homepage that will also walk you through the steps 1 & 2 outlined below.
1. Create a Common Application Account
 - a. Go to www.commonapp.org
 - b. Click **Apply Now** in the upper right corner, then **Create Account**
 - c. Fill in all required fields (**Use a personal email account. DO NOT USE YOUR DOCS EMAIL ACCOUNT**)
 - d. Login
 - e. Complete the FERPA Waiver:
 - i. Add at least 1 college to your **My Colleges** list
 - ii. Choose the **Common App** tab, and choose the Education portion on the left.
 - Add Rush-Henrietta as your high school and fill in the few questions following and save. You do not have to complete the entire education section!
 - iii. Once completed, go back to the **My Colleges** tab
 - iv. Choose one of your colleges
 - v. Choose **Recommenders and FERPA** on the left
 - **DO NOT** request recommendations from teachers or counselors in CommonApp. This will all be done through Naviance.
 - If you are having a coach or other recommender who does not work at the high school or one of the junior high schools write a recommendation, you **CAN** request it from them in Common App.
 - vi. Check all the appropriate boxes, sign and save
 - **Note: You have a choice to waive or not to waive your right. WE RECOMMEND YOU WAIVE YOUR RIGHT** (some recommenders will not write a letter if you do not waive your right).
 2. Log in to Naviance Student: www.rhnet.org/naviance
 - a. Log in using your username and password
 - b. Choose the **About Me (Home)** in the upper right hand corner and check your profile under **Account**-make sure your name and email address (**DO NOT USE YOUR DOCS EMAIL ADDRESS**) are the **same as what you entered in Common App** or it will not link properly. Contact your counselor if you need help changing this.
 - c. Next, choose the **Colleges** in the upper right hand corner.

- d. Click on **Colleges I'm applying to**
- e. Match your Common App account to your Naviance Student Account.

3. Add Colleges to your Naviance Student Account

- a. Once you have linked your Common App account, many of your colleges **may** pre-populate. However, if they do not, follow these instructions:
 - i. Under **Colleges I'm Applying To**, select **the pink (+) button**.
 - ii. Search for your College
 - iii. Select the application type from the drop down menu (regular decision, early decision, etc.)
 - iv. Select how you will submit your application (Common App, Direct to the Institution, etc.)
 - v. Click **Add Application**
- b. Make sure to indicate which type of application you are using for all colleges.
 - i. Look at your completed **colleges I'm applying to list**.
 - ii. Under **Submission Type** you will see a small computer icon. If they are a Common App exclusive school, it will pre-populate for you. Otherwise, you will have to edit how you are applying. If there is a (?) in the computer screen you need to do this: Click on **Edit** (to the right). **Under I'll Submit My Application** there will be a dropdown menu. Please indicate which type of application you are using.

4. If you will be requesting letters of recommendation, stay within **Colleges, and select the link for **Letters of Recommendation**. Make sure you have had face to face communication with this recommender prior to sending the request in Naviance.**

- a. Click on the link for **add request**
- b. Using the drop-down menu select the teacher that will be submitting a recommendation on your behalf.
- c. You may individually choose the schools to which this will be sent, or you may choose **All current and future colleges I add to my Colleges I'm Applying To list**.
 - Pay attention to how many recommendations each school requires and actually allows. You may not be sending every recommendation to every school.
- d. An email will automatically be sent to your recommender to remind them that you have asked for a letter.
- e. Repeat the process above for each additional recommender.
- f. If you need a recommendation from your counselor, please **ask them** during your senior appointment and also check the box on the transcript release form (green sheet). The counselor recommendation is part of the secondary school report and does not count as part of your allowed number.
- g. If you need a recommendation from someone outside of Rush-Henrietta, see your counselor about the steps for this process.

5. Fill out your application(s) in their entirety. Once you have submitted your application(s) you must fill out a transcript release form (green sheet) for every college to which you are applying. Without that form, we are not authorized to send any records on your behalf, nor will we know that you have actually applied.

6. Be sure that any schools to which you are applying or have applied to are listed in your Naviance Student account or we will be unable to send your records.