

Letters of Recommendation

- ❑ Ask ONE academic teacher unless NEED more
- ❑ Complete your Junior Survey in Naviance
- ❑ Make sure teacher says YES!
- ❑ In August, log the teacher in Naviance
 - Login [Naviance](#)
 - Colleges I'm Applying to
 - Scroll to the bottom and click LOR
 - Video directions can be found [here](#)



How to Apply

Step 1 - Choose your app



University Application

- College Website
- Usually quicker
- No extras
- When do I use?
- App fee required

Common Application

- www.commonapp.org
- One longer app
- When do I use CA?
- Extra step in Naviance
- App fee required
- See this [video](#) for how to

How to Apply

Step 2: Naviance



Request Transcripts w/ University Applications

- Login [Naviance](#)
- Colleges Applying to
- Click the 
- Add colleges to list
- Must choose app type
- This [video](#) walks through it step by step!

Matching w/ CA and requesting transcripts

- Create CA account
- Add colleges to list
- Sign CA FERPA
- Login [Naviance](#) and go to "Colleges I'm Applying To"
- Click 
- This [video](#) shows signing FERPA and matching CA w/ Naviance
- Then [request your transcript.](#)

How to Apply

Step 3: Send Test Scores



- ❖ Students must send their ACT or SAT test scores directly to the colleges from the testing company.
- ❖ www.collegeboard.org
- ❖ www.act.org
- ❖ Most common **MISTAKE** made by seniors!

