# How to Apply
## Step 1 – Choose your app

common 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 create and complete the app

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# How to Apply
## Step 2: Naviance

NAVIANCE

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==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!

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==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  Match Accounts

– 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!