

STUDENT INSTRUCTIONS FOR COLLEGE APPLICATIONS

Notre Dame de Sion ACT/SAT Code: 261635

(<http://connection.naviance.com/ndsion>)

METHODS OF APPLYING TO COLLEGE:

- 1) Common Application - accepted by nearly 700 colleges, if you are applying to two or more colleges that accept the CA, we recommend this option to save you time.
- 2) College/University-specific Application - if a school does not accept the CA, you must visit their website to complete an online application.

*You may use either of the above methods to apply to college.

PLEASE NOTE: As you are completing your college application, you will need to submit your request for a transcript electronically through Naviance. **ALL requests for transcripts must be submitted online by the deadlines listed on the school calendar (also provided in this packet).** This will allow your counselor time to prepare your transcript, write a letter of recommendation (if necessary), and complete Counselor Rec Forms.

STEPS FOR COMPLETING THE COLLEGE APPLICATION PROCESS:

Get Started/Setup Your Account:

- 1) Login to Naviance to start the process of requesting information for your application(s).
- 2) Go to the **Colleges** tab and you'll find 2 sections:
 - a. **colleges I'm thinking about** - (OPTIONAL) you can enter colleges you are researching
 - b. **colleges I'm applying to** - (REQUIRED) you will enter the colleges you are applying to
- 3) **Common App Account Matching:** If you plan to apply to colleges with the Common Application, you will need to link your Common App and Naviance Student Accounts. Please see document "**Linking Common App Account with Naviance Student Account**" to do this. This step must be done in order for transcripts, Common App School Reports, Common App Teacher Evaluations, and letters of recommendation to be submitted on your behalf to Common App schools.

Request Transcripts/Add Applications to Naviance:

- 1) First things first: Begin to fill out your college application before requesting your transcript. You'll need to know the following to complete the transcript request: application type (ED, EA, RD, etc.) and app deadline.
- 2) Login to Naviance. Go to the **Colleges** tab. Click on **colleges I'm applying to**. This is where you will list and track the colleges that you are applying to. This is also where you will request transcripts.
- 3) Click on **request transcripts**. In the section **New Applications** you will see the following:
 - a. **Type of Application:** (regular decision, rolling, early action, early decision, priority, etc). Check the university's website to determine what type should be entered.
 - b. Click on **lookup** to search for the college or university.
 - c. Finally, click on **Request Transcripts** at the bottom of the page
 - d. You will be prompted to select how you plan to submit your application: "I'll submit my application"
 - via Common App,**
 - via Coalition** (we are not using this application this year)
 - directly to the institution**
 - I'm not sure yet.** (you shouldn't select this, since you are required to start your app before requesting the transcript)
 - e. **IMPORTANT NOTE on Common App Schools:** When you add colleges to your Common Application list, these will automatically appear in your **colleges I'm applying to** list. You will still need to **click the request transcript** button in Naviance to officially request your transcript.
- 4) Once you have requested your transcripts, go back to **colleges I'm applying to** and view the summary of requests:
 - a. Confirm the **application type** with how you intend to apply (regular decision, rolling, early action, etc.)
 - b. Verify the deadline provided by Naviance with what is on the college's website. This is especially important if you apply Early Action or Early Decision. Also, since some scholarship deadlines are earlier than admission deadlines, it is **critical** that you check this. **It is YOUR responsibility to make sure the deadline is accurate. If the date you've been given by the college is different than what is**

listed in Naviance (or if NO date is listed in Naviance), please email your College Counselor immediately with the accurate date so she can change this.

- c. You can click on **view detailed status** to see what you've requested and can check back here to see what's been processed. When you see "initial materials submitted", this means your transcript, counselor letter of recommendation (if necessary) and secondary school report have been submitted. If you see "pending", it means your counselor is still working on preparing the documents for submission.

TRANSCRIPT REQUESTS FOR PRIORITY/FAST TRACK APPLICATIONS

Students who plan to apply to college using pre-filled applications from a College/University (often referred to as a "priority", "fast-track", "premier", etc. application) **MUST** notify their college counselor immediately once a transcript request is submitted online.

NOTE ABOUT NON-ELECTRONIC SCHOOLS (i.e. - U. Texas at Austin, etc): Some colleges DO NOT accept electronic transcripts. On the **colleges I'm applying to** screen you will see a red colored stamp by the school's name if this is the case. You will still follow the electronic transcript request process as outlined above. ALSO, you must provide the following to these individuals:

Teacher Recommenders: a paper copy of the college-issued teacher evaluation form and a business-sized envelope, addressed and with one stamp.

College Counselor: a paper copy of the college-issued counselor recommendation form.

STANDARDIZED TEST SCORES (ACT & SAT): It is your sole responsibility to request that your test scores be sent from ACT or College Board (SAT) to where you are applying. It is imperative that you allow plenty of time for ACT and/or College Board to process and submit your scores before the application deadlines. Also, keep in mind that there are fees associated with test score requests. Please visit www.actstudent.org or www.sat.collegeboard.org for details.

Request Teacher Recommendation Letters

- 1) Student **MUST** first verify with the college/university that a teacher recommendation is indeed required. Not all colleges require teacher recommendations, so please don't skip this step!
- 2) If a teacher recommendation is required, speak directly with the teacher and ask if she/he is willing and able to write a positive recommendation for you. **DO NOT SKIP THIS STEP. YOU MUST HAVE TEACHER APPROVAL TO CONTINUE!**
- 3) If the teacher agrees, you will need to provide her/him with a "Teacher Recommendation Request" Form (download from college counseling website, or provided in college counseling office). Ask the teacher what else they need from you in order to write an effective recommendation (resume, questionnaire, etc.). **You should give your recommenders 4 weeks advanced notice.**
- 4) Once you have the teacher's approval, you will need to add your teacher recommendation request in Naviance. This will be found in the **Colleges** tab, under **Colleges I'm applying to**, **HOWEVER Naviance is currently updating this feature. We'll give you additional instructions in September.**

Who should you ask for a teacher recommendation? Junior year teachers are great references. They have taught you recently, and for an entire course. Senior year teachers also make for great references. Make sure to ask **core academic teachers**, unless you are pursuing a major or a program that requires letters from a specific subject area. For example, ask an art teacher if you are applying to an art program or school of art and design.

OTHER TRANSCRIPT REQUESTS:

COLLEGE ATHLETES: If you plan to play college athletics you must first register with the NCAA and/or NAIA Eligibility Center: (NCAA: www.eligibilitycenter.org; NAIA: www.playnaia.org) before requesting your transcript.

OUTSIDE SCHOLARSHIPS, COLLEGE HONORS PROGRAMS or to obtain an *unofficial* PERSONAL COPY: These requests cannot be made electronically through Naviance. Please complete the "Supplementary Transcript Request" form and submit to the College Counseling office along with an addressed & stamped envelope. This form is downloadable from the College Counseling website and is available in the College Counseling office.