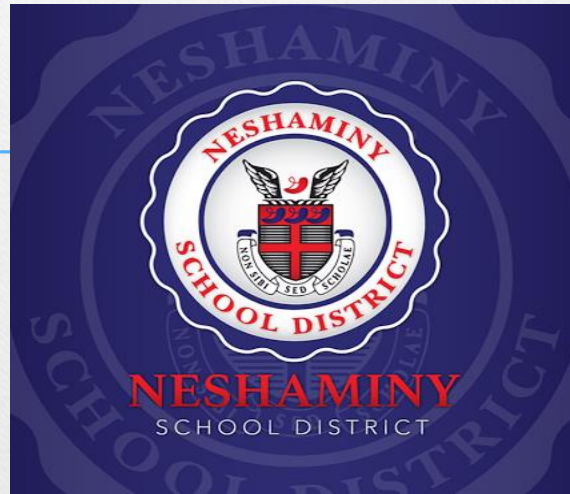# Naviance & College Applications

College Application Process: The Basics

Step 1: Complete and Submit Applications

Step 2: Log-in to Naviance

Step 3: If applicable, Match your Common App to your Naviance Account

Step 4: Add Colleges to your "colleges I'm applying to" list in Naviance

Step 5: Indicate how you have applied (Common App or not)

Step 6: If requesting letters of recommendation, fill out Recommendation Data Sheet

Step 7: Request Letters of Recommendation

Step 8: Submit Transcript Release Form (for each school) to the Transcript Office

Step 9: Send SAT and/or ACT scores directly to each school you applied

Get Accepted!

Step 1:

Complete and Submit your Applications

Determine where and how you will apply.

- Each school will have their own application process. Visit their Admission's webpage or Naviance to go over application procedures.

- Some colleges are Common App exclusive, meaning you must apply via the Common App. Other colleges do not accept the Common App and ask you to apply through other means. Other colleges let you chose which application you want to use.

- Begin and submit your applications as early as possible.

- Make sure you are filling out applications for the Fall of 2020!

Be mindful of deadlines and follow directions!

Step 2: Log into Your Naviance Account

1. http://connection.naviance.com/neshaminyhs

2. Enter your student id (7 digit number) and password (the one you use to log-in to NHS's computers!)

3. Click Log In

Step 3: Match your Common App Account (ONLY if you are applying via Common App)

1. On your home screen, click "Colleges I'm Applying To"

Matching Common App Account

1. Enter email address. MUST be the same email used in Common App account. Click Match.
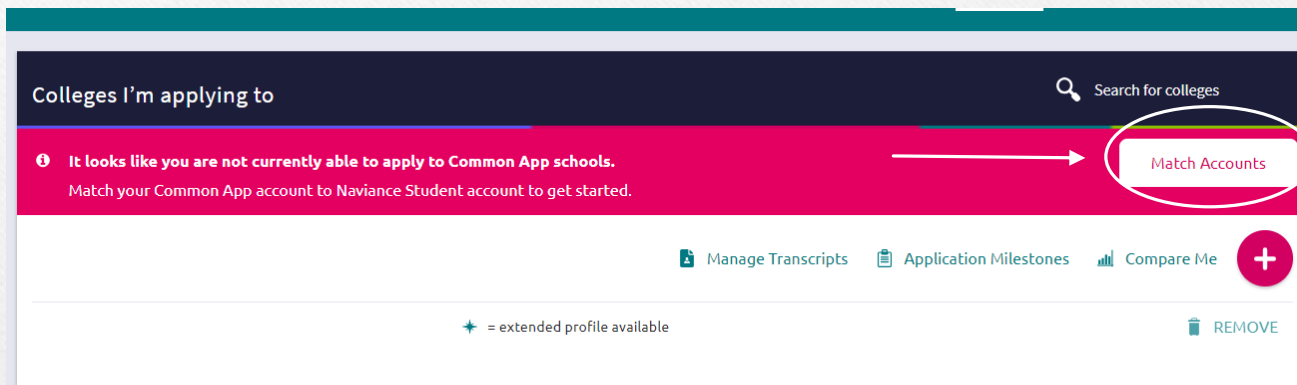
You must sign your FERPA waiver before you can match your Common App account with Naviance!! This must be done in your Common App Account.

YOU MUST SIGN YOUR FERPA WAIVER IN YOUR COMMON APP ACCOUNT OR YOUR ACCOUNTS WILL NOT MATCH!

Step 4: Add Colleges to Your "Colleges I'm Applying to" List in Naviance

Click "Colleges I'm applying to"

Click on the "+"

Add Colleges to your application list

Fill out the information and click "Add Application".

1. Enter college name, scroll to college

2. Indicate Decision Type using the drop down arrow

3. Indicate how you are applying

Which college are you applying to?

Temple University ✕

Temple University
Temple University Harrisburg
Temple University Japan
Temple University Singapore

Which college are you applying to?

Temple University ✕

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision ▾

Regular Decision
Early Decision
Early Action
Early Decision II
Rolling
Restrictive Early Action
Priority
Other
Early Action II

Add Application

App type

Regular Decision ▾

I'll submit my application

I'm not sure yet ▾

Via Common App
Direct to the institution
I'm not sure yet

Add Application

4. Click "I have submitted my application"

5. Click Add Application

REPEAT FOR ALL SCHOOLS

I'll submit my application

Direct to the institution

☑ I've submitted my application

Add Application

☑ I've submitted my application

Add Application

Step 6:
Request Letters of Recommendation

Determine if you need Letters of Recommendation. This information will be different for each college. You may not need a letter of recommendation!
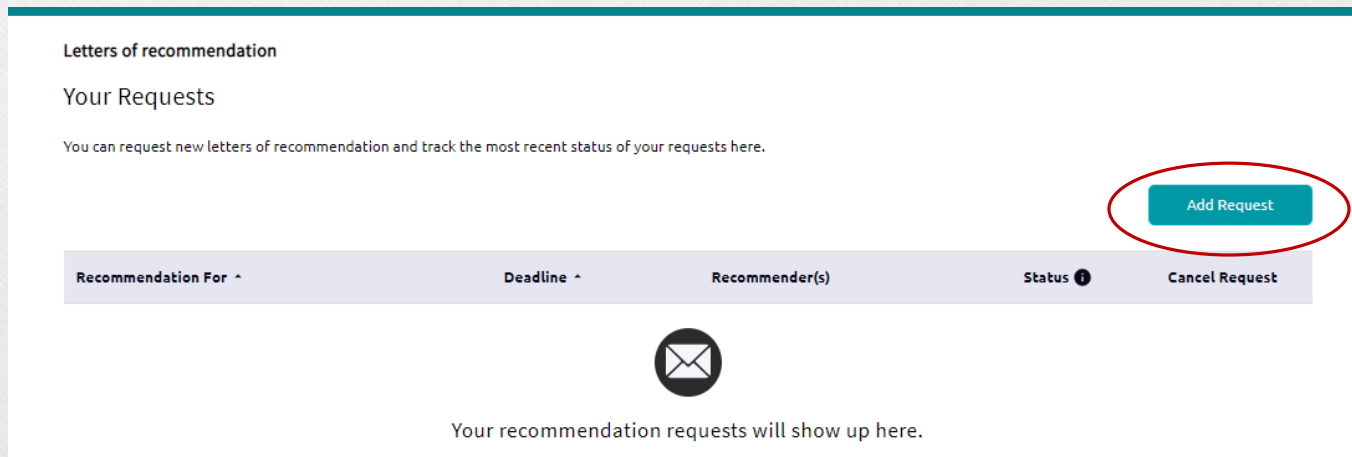
If you need a letter of recommendation, ask your teacher(s) in person if they will write a letter of recommendation for you. They are not obligated to do so! Asking them in person is thoughtful and considerate. You want your teacher to write you a glowing recommendation, so treat them with respect and be considerate of their time.

All recommendations are submitted electronically. Once your teacher agrees to write the letter, **you must submit your request electronically via Naviance**.

You should allow up to 4 weeks for your letter to be completed!

How to Request Letters of Recommendations

1. On the Naviance home screen, select Colleges, then select Home
2. Scroll down to Letters of Recommendation
3. Click letters of recommendation section
4. Use the scroll down menu to select your teacher

5. Choose "All current and future colleges I add to my *Colleges I'm Applying To* list" (you will have the option to choose what schools you want to get what letters before we send your transcripts!)
6. Add an optional note, and submit request.

Home   Colleges   Careers   About Me   My Planner

COLLEGES
Home

COLLEGES
I'm thinking about

COLLEGES
I'm applying to

Find Your Fit

Research Colleges

Apply to Colleges

COLLEGES
I'm applying to

Letters of Recommendation

College Events

Manage Transcripts

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ▲	Deadline ▲	Recommender(s)	Status ⓘ	Cancel Request

Your recommendation requests will show up here.

Step 7:

Fill out the Recommendation Data Sheet
(ONLY required if you need a letter of recommendation!)

- From the home screen, click About Me.
- Under My Surveys, Click Surveys Not Started
- Click on Recommendation Data Sheet (All). Answer all applicable questions and submit.
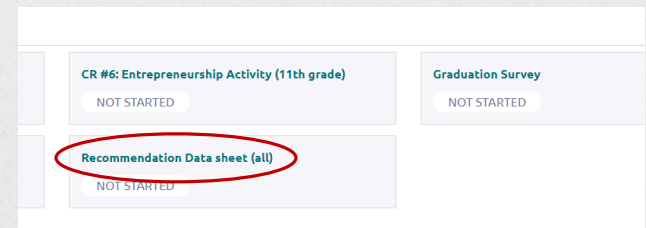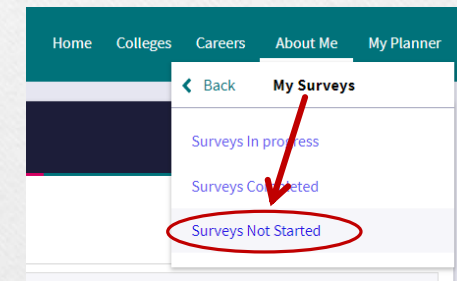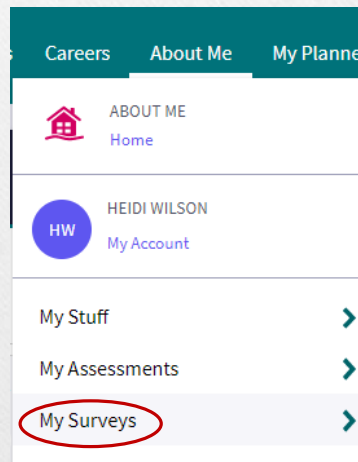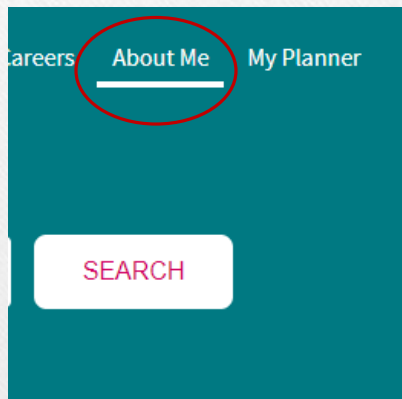
Colleges will NOT see this data sheet. It will be accessed by those asked to write a letter of recommendation.

Step 8: Submit Transcript Release Form

Enter your information as clearly as possible.

Your application must be submitted and the college MUST be added to your "College I'm Applying to" list in Naviance.

Indicate if you are applying via Common App.

Indicate if you requested a letter of recommendation from your counselor.

Indicate any teacher recommendations you have requested and would like us to send with your transcript. Know school specific limits, many schools only allow 1-2 recommendations.

Turn your completed form into the Transcript Office located in the Counseling Office.

You need a SEPARATE Release Form for every school that needs an official transcript. You application should be submitted and complete before your request is made.

You must allow up to 10 school days for processing!!

* You do not need an appointment with your counselor for every Transcript Request Form you submit, but you are encouraged to make an appointment if you have any questions! The Transcript Office is located to the left of the check-in area of the Counseling Center.

Transcript Release Forms can be found in the Counseling Center and on our website.

Step 9:
Send your Standardized Test Scores

Visit www.collegeboard.org to send your SAT scores directly to each school you have applied.

*please note you can select up to 4 schools to receive your scores, for free, when your register to take the test. If you send your scores later, they will charge you a fee.

Visit www.actstudent.org to send your ACT scores directly to each school you have applied.

**NHS can not send your scores, you must do this!

FAQ's

Do I have to follow all these steps in order? No. You can fill out your recommendation data sheet and request letters of recommendation before you start your applications. You can also match your Common App to Naviance at any time, and you can send your SAT/ACT scores at anytime.

When should I apply? You can begin as soon as the 2020 applications are available. If you are applying Early Action, Early Decision, or Rolling Admissions, we strongly suggest you apply as early as possible. Some schools, such as Penn State, have priority deadlines and your chances are better for acceptance the earlier you apply!

My school does not require letters of recommendation and I'm not applying via the Common App. Can I just submit a Transcript Release Form to Guidance after I apply? Absolutely. If the information doesn't pertain to you and your school(s), there is no need to do it. You still need to add colleges to your "Applying to" List in Naviance and fill out a Transcript Release Form.

FAQ's

How do colleges keep track of all of my information if things are sent separately?

Colleges keep organized files on students who apply. Once your file is complete, your materials will be reviewed for admission.

Do you really need 10 school days to process electronic transcripts?

We make every effort to process transcripts as soon as possible. Your counselor will review your transcript and application materials prior to sending them. 10 school days is a reasonable amount of time to gather the information, review the information, and gather any missing documents.

My parents logged on to Naviance but cannot access some of the tabs and features. Why?

Parents do not have access to the same features you do. Your unique log-in gives you the ability to view what is pertinent to you. Every grade level has different features as well.

Things to consider

Create a consistent user ID and password, and keep your access information private!

Use proper spelling, grammar and capitalization in all correspondence to a college admissions office. Do not use acronyms (etc. BTW, LOL, gr8).

User IDs and passwords should utilize proper and appropriate language. Rethink passwords and email addresses like 'partygirl07'.

Be aware that any information posted on social media sites should be considered public information, and can be viewed by anyone. The content of social networking sites is a reflection of you! What may seem harmless to you, may be interpreted differently by a college admission officer, so be mindful of presenting yourself appropriately.

Have questions? Email us or visit the Counseling Office to make an Appointment!

Counselor Assignments by Student Last Name

Christina Savage..........A – Brown
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Jill Ortman.....................Den – Ga
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Susan Fennecken………Jah – Le
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Heather Krajcer...............Tb – Z
hkrajcer@neshaminy.org

**Counselors hold individual meetings with Seniors
every fall to answer questions and go over the application process!**