

## ~Simple Steps of Naviance~

- 1.) Create a list of colleges you are considering and place them in Naviance under “Colleges I’m thinking about”.
- 2.) **Finalize** a list of approximately 3 to 5 schools and move to “Colleges I’m applying to” in Naviance. These should be the schools to which you are definitely applying.
- 3.) Choose an application deadline. Regular decision in most cases.
- 4.) Respond to the question “How will you submit your application?”. Choose “Via Common App” if available.
- 5.) Request transcripts through Naviance for schools you selected as “Colleges I’m applying to”. Only request a transcript when you are SURE you are applying. (See your counselor for details regarding transcript requests for NCAA.)
- 6.) If you are applying to a Common App (CA) school, you must create an account at [commonapp.org](https://commonapp.org) and add at least one college. The colleges you list in CA will auto populate in Naviance once the accounts are matched.

### **\*\*\*Skip to step 10 if NONE of your schools are Common App**

- 7.) In the education section of the common application, add Ledyard High School.
- 8.) In the “my colleges” section of the common application, click on a selected college and sign the CA FERPA waiver on [commonapp.org](https://commonapp.org) under “Recommenders and FERPA”.
- 9.) Go to Naviance, click on “Colleges I’m applying to” and Click “Match” then type in your common app email address.
- 10.) Request letters of recommendation in person and through Naviance only. **IMPORTANT- DO NOT REQUEST RECOMMENDATIONS VIA COMMON APP.**
- 11.) Complete your applications and essays either on the college website or the common app website.
- 12.) Log into College Board or ACT website to have your official SAT/ACT scores sent to colleges and NCAA if applicable.
- 13.) When your applications are **complete** (essays, payment, etc) and submitted, check off “I have submitted my application” in Naviance.
- 14.) **\*\*Schedule an appointment with your School Counselor to officially send the school information. YOUR APPLICATION IS NOT DONE UNTIL THIS STEP IS COMPLETED.**
- 15.) Write Thank You Notes to each person that wrote you a letter of recommendation.

**\*\*\*\*At any time, if you add colleges to Common Application and/or Naviance, it is important to notify your School Counselor and Teacher writing your letter of recommendation.**