

COLLEGE APPLICATION STEPS

1. READ ALL DIRECTIONS! Before you begin filling out applications, asking for letters of recommendation, etc. **please read the application requirements, directions, and deadlines for each school to which you plan to apply.** This will actually save you time in the long run and prevent you from missing something important.

2. Complete the application (estimated time to complete, not including essays: 15-45 minutes)

Each college/university can decide which application type they want applicants to complete. The type of application they want you to use will be explained on their admissions website. If you are unsure, please contact that specific school directly.

Application types:

- The Common Application: <https://www.commonapp.org/>
- The Coalition Application: <http://coalitionforcollegeaccess.org>
- School-specific application found on the college's website

3. Ask for letters of recommendation (if needed)

Teacher Letters: If the school to which you are applying either requires or recommends a teacher letter of recommendation, speak with your teacher in-person to request the letter. After the teacher agrees to write the letter, electronically request the letter in Naviance. **DO NOT REQUEST TEACHER LETTERS FROM COMMON APP OR COALITION!**

Counselor Letters: If the school to which you are applying either requires or recommends a counselor letter of recommendation, please complete the Request for Counselor Letter of Recommendation (this form can be found in the Counseling Google Classroom and in the Counseling Office) and submit to the Counseling Office. You are unable to request counselor letters of recommendation in Naviance.

4. Send your SAT/ACT scores

You are responsible for sending your SAT/ACT scores to a college. You must log into your College Board or ACT account, add the schools to which you want your scores sent and submit payment.

5. Request transcripts OR complete Self-Reported Academic Record

If you need an official transcript sent with your application, request the transcript in Naviance. However, if you are applying to Pitt, Penn State, or another school that requires you to self-report your grades, **DO NOT** request a transcript in Naviance. Rather, you will follow that school's directions for completing a SRAR (self-reported academic record). To complete the SRAR, you will need a copy of your transcript, which you can get from the Counseling Office.

6. Applying Early Decision?

If you are applying early decision, you must complete the Early Decision Form (which can be found in the Counseling Office and the Counseling Office Google Classroom) and return to the Counseling Office no later than October 15th for EDI and December 1st for EDII.