

# College Application Flow Chart

## Naviance

Use Naviance to research and create a list of potential colleges

### Colleges I'm thinking about

Edit and finalize college list

### Move to Application List

Select colleges you will apply to and move to application list

### Select Application Type

- RD - Regular Decision
- ED - Early Decision
- EA - Early Action

### Request Teacher Letter of Recommendation

- Ask teacher in person first
- Give teacher green form
- Request on Naviance
- Give teacher 3 weeks notice

### Select Application Type

**Common Application \***  
**Direct to Institution \*\***

### Complete Senior Survey on Naviance

Go to Naviance:  
About Me  
Surveys from your school  
Senior Survey

## Match Naviance to Common Application

### Naviance:

- Go to *Colleges I'm Applying to*
- Click *Match Accounts in Red Task Bar*

### Common Application:

- Log in
- Sign FERPA
- follow instructions

## \*\* Direct to Institution Applications

SUNY Colleges  
[www.SUNY.edu](http://www.SUNY.edu)

Siena, St. Rose, etc.

## Request SAT/ACT Scores

scores **MUST** be requested from the testing agency.  
Allow 3 weeks for delivery

[www.collegeboard.org](http://www.collegeboard.org)

[www.act.org](http://www.act.org)

Some colleges will continue to be test optional.

## \* Common Application

Use Common App to many public and private colleges using 1 application

[www.commonapp.org](http://www.commonapp.org)

### Complete General Common Application

include academics, activities, and essay.  
Check for additional supplements per college.

### Complete FERPA

- go to Colleges tab
- Recommenders/FERPA
- Complete FERPA
- Use Naviance to request teacher letters recommendations

### Submit Common App

- You will submit each college individually
- Once submitted the application can not be edited.

## Request High School Transcript

Allow 3 weeks for delivery

Connect with your school counselor to request your HS transcript

(Be aware of testing policy for the colleges you are applying to)

Remember to tell your counselor when you have submitted a college application!