

# EASTVIEW HIGH SCHOOL

## STEPS TO SUBMIT COLLEGE APPLICATIONS

### 2017–2018



### College, University, or Scholarship Application Guidelines

(NOTE: NOT for use with The **COMMON APPLICATION**. See **Common App** guidelines sheet instead.)

#### Step 1: COMPLETE COLLEGE APPLICATIONS @ each college's official website.

It is your responsibility to submit the following: application, application fee, essay, activity sheet or resume, and/or miscellaneous components such as a portfolio or request for an audition. (*Fee waivers are available for eligible students.*)

#### Step 2: ADD COLLEGES TO YOUR APPLY LIST – In your NAVIANCE Family Connection account, click on 'colleges', then 'colleges I'm applying to'. Add all colleges to your apply list and choose correct deadlines.

**IMPORTANT: Keep this list updated so we can track your applications!**

**You must allow a minimum of 15 SCHOOL DAYS to process your transcript/recommendation request!**

(Example: Application Deadline = November 1, 2017; Transcript Request Must Be Made By = October 9, 2017)

**Step 3: COUNSELOR FORMS – *If required by the college***, your counselor will send necessary online school report forms in addition to your transcript. (There are many colleges and universities that do NOT require a Counselor form or recommendation.) If you are required to submit a Counselor recommendation, you **MUST ask in person first** and complete the **Counselor Recommendation survey** in Naviance. Go to the **About Me tab → Surveys to Take → Counselor Recommendation**. **You MUST send your Counselor an email to confirm your request.** Complete a **resume** in Naviance.

**Step 4: TRANSCRIPTS – Once you complete Steps 1-3, you may request official transcripts to be sent to your colleges.** Log in to your NAVIANCE account. Open 'colleges' → 'colleges I'm applying to' → 'request transcripts'. Select from 'current applications' already in your apply list, or add schools under 'new applications'. *Be sure to click **Request Transcripts** (bottom of the page).* For **other types of transcripts**, go to your 'colleges' tab. Click on 'transcripts' on the left side of the page under 'resources'. Select 'request transcript for scholarship or athletics'. Enter information. **NCAA transcript:** you must first register with the NCAA and then *request the transcript (as if it was a college).*

**IMPORTANT - There is a \$5 fee for each official transcript.** *Payment must be made through ParentVUE/FeePay* before your official transcript will be issued: <https://mn0196vue.tiescloud.net/mn0196/>

**Step 5: RECOMMENDATIONS – IF NEEDED**, you may request a recommendation from a teacher. ***IMPORTANT – First you must present yourself IN PERSON to ask if they agree to write a letter for you.*** If they say "YES", you are responsible to follow the steps listed in "Requesting Recommendations from EVHS Staff Members". Access these guidelines on the left side of your home page in NAVIANCE by opening "Recommendations". Teachers usually send their recommendations directly to the college through Naviance (unless it must go through the regular mail). **Indicate names of teacher recommenders in Naviance on the Colleges tab page. You must select which college(s) the request is for to avoid any confusion and to be sure you request only the number of letters accepted for each college.**

***Be sure to THANK TEACHERS & follow up with them about your application results!***

**Step 6: You must submit your ACT and/or SAT scores directly from the testing agency to the college.** Log in to your account(s) on [www.actstudent.org](http://www.actstudent.org) (ACT) or [www.collegeboard.com](http://www.collegeboard.com) (SAT) to send scores. **EVHS does NOT send official test scores to colleges.**

**Step 7: Follow up!** To view the status of your application package, check the college website and NAVIANCE.

*Remember your username and password for application accounts!*

EASTVIEW HIGH SCHOOL'S

CEEB Code is: **2 4 2 1 2 3**