

For Seniors: College Applications Checklist

- Common Application**
Beginning August 1st, you will be able to create a Common App Account. Check to see which colleges use CA. www.commonapp.org (You will be required to create a Unique ID for each college apply to, so keep a log of all your ID's & User Names/PW's)

Once you have created an ID for that college you should then contact ACT or SAT and have your scores sent to the colleges you are applying to.

- Essays**
Create your essays in Word, once you have finished, upload all of your essays into Common App. Make sure to finish the supplemental essays as required by colleges. You will waive your right to see your letter of recommendations by clicking a button on the Common App site.

Once you have applied, paid the application fee to the college, and sent in your Common App, you will need to log into Naviance and make sure all of this is recorded.

- Naviance - Keeps track of all steps in the application process.**

Log in to Naviance Family Connection, (the link can be found in the 'Applying to College' section on the College Counseling page on FJA's website) you will then go to Colleges I'm Applying To.

Check off each college you applied to and request a transcript be sent to that college. Our counseling office will view the requests and send them out electronically.

Naviance will ask you for the Common App ID so it can LINK your transcript to the correct college.

After you have electronically submitted your applications, go into Naviance and mark each school's application as 'submitted' (click on 'have you applied?')

IF THE COLLEGE DOES NOT USE COMMON APP, then you will still apply online at the college website and send your essays online to the college.

You will then go to your college list in Naviance.

Click on each college you applied to and then ask us to send the transcript.

Through Naviance we will then PRINT the transcript and MAIL it to the college, since they do not use Common Application. We will mark the date we mailed your transcript in Naviance, so YOU can see it went out.

The Counselor School Report and Teacher Recommendations are also going to go out as described above. It will either be sent out electronically within Naviance or by paper depending on the college.

**PLEASE KEEP A LOG/TRACK OF ALL COLLEGE ID'S YOU CREATE!!
YOU WILL NEED THEM DURING THIS ENTIRE APPLICATION & ACCEPTANCE
PROCESS.**

I will be hosting a "College Cafe" during some lunches as soon as we get back, to help all Seniors with the entire COLLEGE APPLICATION WORK!!!