

# COLLEGE APPLICATION PROCESS

1. **Finalize list of colleges** – identify which schools use the Common Application.
2. **Go to the Common Application** - [www.commonapp.org](http://www.commonapp.org) - and set up an account.
3. **Login to your Naviance account** – <http://connection.naviance.com/simsbury>
  - a. Click on **Colleges** tab
  - b. Click on **Colleges I'm applying to**
  - c. Sign the **FERPA Waiver** and enter your Common App. username and password
4. **Teacher Recommendations:** Check with the teacher(s) you asked to write a [recommendation](#) and let them know when your deadlines are. Teachers need at least 3 weeks notice. **Remind the teacher to email the recommendation to one of the guidance secretaries.**
  - If your teacher is mailing their letter directly to the college, please provide them with stamped addressed envelopes.
5. **Resume:** E-mail a copy to your guidance counselor. A sample resume can be found on the Guidance website/parents & students/juniors or seniors.
6. **Write [essay\(s\)](#)** which are required for application – have teacher, parent, and/or counselor read it over.
7. **Send SAT scores:** Go online to [www.collegeboard.com](http://www.collegeboard.com) and make sure you have sent your scores to each college that requires them. Guidance will not send SAT scores with your transcript.
8. **Complete a Transcript Request Form** on the reverse side for **each** college you are applying to and submit it to your counselor. If you are applying for Early Decision/Early Action or Regular Decision, submit your request at least three weeks BEFORE the respective deadlines.
9. **You will need to give to your guidance counselor the following:**
  - a. Completed Transcript Request Form signed by parent if under the age of 18.
  - b. \$3.00 transcript fee for any college you are applying to (e.g. 5 colleges = \$15.00)
  - c. E-mail a copy of your resume if you have not done so already.
10. **Complete your application(s)** and pay the application fee(s).
  - Save any notices of confirmation from the college (online or by mail)

