

Application Checklist How To's

How to do a College Search

1. Log in to **Naviance** -> Click **Colleges** tab -> **Find Your Fit**
2. Select **SuperMatch College Search** (detailed) or **Advanced College Search** (quick)
With the SuperMatch™ College Search you can choose to SAVE and return to the search later

How to do a Scholarship Search

1. Log in to **Naviance** -> Click **Colleges** tab
2. Scroll down to **Scholarships & Money** -> Click on **Scholarship List** -> Click on **Local & Regional Scholarships**

How to do your Senior Brag Sheet

1. Complete Senior Brag Sheet Google Form posted in the senior google classroom

How to Add your Colleges to Colleges I'm Applying to List

1. Log in to **Naviance** -> Click on **Colleges** tab -> Click **Colleges I'm Applying To** -> search and add your colleges

How to Complete Common App Matching

1. In Common App (all of these must be done before the Naviance portion):
 - a. **Add** CHS as your high school
 - b. **Add** at least 1 college you are applying to
 - c. **Click** a college you have added and then **click** Recommenders and FERPA to **Sign** the FERPA Waiver
2. In Naviance:
 - a. Click **Colleges** -> **College I'm Applying To** -> **Match Accounts**
 - b. **Enter your email address** (used to create your CommonApp Account) -> **Match Account**

How to Sign Up for the SAT or Send Your Scores

1. Go to www.collegeboard.org -> **Sign in** -> click **My SAT** or create an account if you have not done so
 - a. To sign up for tests: Click **Register** and follow directions, includes uploading a picture
 - b. To send scores to colleges: Click **Send Available Scores** to send your scores to your colleges (you can send 4 free reports to colleges when you sign up, otherwise it is about \$12 per college)
 - c. To check previous score sends: Click **View Score Details** of the test you sent scores for. Click **Score Sends** at the top. If you sent scores at a previous date, the colleges will appear here.

How to Complete FAFSA and/or CSS Profile

1. As early as October 1 of senior year, go to www.fafsa.ed.gov to fill out the Free Application for Federal Student Aid
2. Some schools require the CSS Profile- requirement varies by college, usually only private schools, go to student.collegeboard.org/css-financial-aid-profile

How to Request Teacher Letter of Recommendation

1. Go to your class google classroom -> classwork -> college planning
2. Find the Teacher Letter of Recommendation Form, make a copy, share with your teachers and counselor *weeks before your deadline!*

How to Request Transcripts for College

1. SUBMIT YOUR COLLEGE APPLICATIONS FIRST
2. Pick up BLUE Transcript Release Form in the school counseling office, fill out including parent signature
3. Turn in to your school counselor at least 10 school days before your deadline!