

College Application Procedures



- Unless applying **ONLY** to a community college, we strongly encourage and recommend that you use the **Common Application**. If you are using any other application (SUNY application, Coalition application, college specific applications) please see your School Counselor for more specific steps on how to proceed.
 - You must meet with your counselor for your senior appointment before anything will be processed. Make sure to submit all your application materials on **Common App** before turning in your transcript request form (green sheet) to Mrs. Leatzaw.
 - There is a short video on Naviance Family Connection that will also walk you through the steps 1 & 2 outlined below.
1. Create a Common Application Account
 - a. Go to www.commonapp.org
 - b. Click **Apply Now** in the upper right corner, then **Create Account**
 - c. Fill in all required fields
 - d. Login
 - e. Complete the FERPA Waiver:
 - i. Add at least 1 college to your **My Colleges** list
 - ii. Choose the **Common App** tab, and choose the Education portion on the left.
 - Add Rush-Henrietta as your high school and fill in the few questions following and save. You do not have to complete the entire education section!
 - iii. Once completed, go back to the **My Colleges** tab
 - iv. Choose one of your colleges
 - v. Choose **Recommenders and FERPA** on the left
 - **DO NOT** request recommendations from teachers or counselors in CommonApp. This will all be done through Naviance.
 - If you are having a coach or other recommender who does not work at the high school or NGA write a recommendation, you **CAN** request it from them in Common App.
 - vi. Check all the appropriate boxes, sign and save
 - **Note: You have a choice to waive or not to waive your right. WE RECOMMEND YOU WAIVE YOUR RIGHT** (some recommenders will not write a letter if you do not waive your right).
 2. Log in to Naviance Family Connection: www.rhnet.org/navianceshs
 - a. Log in using your username and password
 - b. Choose the **About Me** tab and check your profile under **Official Things** - make sure your date of birth, name and email address (**DO NOT USE YOUR DOCS EMAIL ADDRESS**) are the **same as what you entered in Common App** or it will not link properly. Contact your counselor if you need help changing this.
 - c. Next, choose the **Colleges** tab

- d. Click on **Colleges I'm applying to**
- e. Enter your Common App email and date of birth and choose **match**

3. Add Colleges to your Naviance Family Connection account

- a. Once you have linked your Common App account, *many of your colleges may pre-populate.*

However, if they do not, follow these instructions:

- i. Under **Colleges I'm Applying To**, select **add to this list**
- ii. Select the application type from the drop down menu (regular decision, early decision, etc.)
- iii. Click "Look up" and type the name of the college in the search box
- iv. Choose the right college that appears from the list and click add colleges (you may add more than one at a time!)

- b. MAKE SURE TO INDICATE WHETHER YOU ARE APPLYING VIA COMMON APP OR NOT!

- i. Look at your completed **colleges I'm applying to list**
- ii. Under the column **Applying via Common App?** it may read UNKNOWN next to some of the schools. If they are Common App exclusive, it will pre-populate for you. If they are not, click on the UNKNOWN link next to one of your schools. This should bring you to a list of all schools you are applying to that are on the common app. Please indicate whether you are using the Common App to apply to these schools or not.

4. If you will be requesting letters of recommendation, stay on the **Colleges tab, and select the link for **Letters of Recommendation**. Make sure you have had face to face communication with this recommender prior to sending the request in Naviance.**

- a. Click on the link for **add request**
- b. Using the drop-down menu select the teacher that will be submitting a recommendation on your behalf.
- c. Next, choose the schools to which this recommendation will be sent.
 - Pay attention to how many recommendations each school requires and actually allows. You may not be sending every recommendation to every school.
- d. An email will automatically be sent to your recommender to remind them that you have asked for a letter.
- e. Repeat the process above for each additional recommender.
- f. If you need a recommendation from your counselor, please ask them during your senior appointment and also check the box on the transcript release form (green sheet). The counselor recommendation is part of the secondary school report and does not count as part of your allowed number.
- g. If you need a recommendation from someone outside of Rush-Henrietta, see your counselor about the steps for this process.

5. Fill out your application(s) in their entirety. Once you have submitted your application(s) you must fill out a transcript release form (green sheet) for every college to which you are applying. Without that form, we are not authorized to send any of your records on your behalf, nor will we know that you have actually applied.

6. Be sure that any schools to which you are applying or have applied to are listed in your Naviance Family Connection account or we will be unable to send your records.