

Seniors! – Common Application/Naviance Instructions

Steps in the college process, when it is time to start filling out applications

Make your Common App (CA) Account:

- Make sure you have made an account on Common App (CA) for your applications, as most schools use this application <https://www.commonapp.org/>
- Once you make your account you will need to start filling in some basic information, education, family, etc.
- Add all colleges you are interested in, and choose the correct deadline you are interested in
- Your email in Common App (CA) must match your email in the Naviance Family Connection. Make sure they are up to date or they will not “match” your accounts later in the process. We will not be able to send our information if they are not matched

Matching Accounts:

- Once you have your CA account, log in to Naviance (quick link on the BBHS counseling page under the Naviance section) and go to the colleges tab. Under “Colleges I’m Applying To”
- There will be a blue “Common App Matching” red box. You will have to input your CA email here to link your CA account to Naviance. This will allow us to send letters, transcripts, forms, etc. You can not match accounts until you have filled in the Education and FERPA sections in the CA
- List all colleges that you plan on applying to with the correct deadline that you entered into the CA

Letters of Recommendation:

- You must ask all teachers for your letter of recommendation by **October 15**
- Back on the colleges tab, click on “apply to college” tab and then “letter of recommendation”. This will open up a new screen
- Please ask teachers **IN PERSON** prior to doing this step
- Please be specific as to what colleges you would like your recommenders to upload their letters to (*you should have all colleges listed on the college tab prior to this step*). Some schools will only take one letter. So, if you want a specific letter to go to that school, pick that school for that teacher
- CA will let you know how many letters are needed for each school on the “request recommenders” link
- There is a place below the list of colleges that you can send a quick note to the teacher when this request is sent. Just write “Thank you for writing me a letter of recommendation, and my first deadline is XX”, so they know when their letter is due
- Remember- you do not add teacher in Common App, only in Naviance

Student/Parent Brag Sheet:

- You and your parents must fill out your brag sheets at least 2 weeks before your letters of recommendation are due
- Go to the “About Me” tab, then click on “My Surveys”
- Under “My Surveys” click on “student brag sheet” and complete the form
- Save your answers often, as your responses do not automatically save and Naviance will log you out after 59 minutes of inactivity

College Athletics- NCAA:

- If you plan on going through the NCAA clearinghouse for Division 1 or 2 athletics, we will upload your transcript onto their site once you are registered on the clearinghouse. You should list NCAA as a college when taking the SAT or ACT so that they receive your scores, as well.

SAT/ACT:

- You must send your SAT or ACT scores directly to your colleges from their websites. We do not send scores, as colleges will not accept them from high schools anymore. Go to <http://www.actstudent.org/> for ACT or <http://sat.collegeboard.org/scores> for SAT scores to be sent.
- They do say it will take 2-4 weeks for scores to be sent unless you pay extra to expedite the scores

The FAFSA (Free Application for Federal Student Aid):

- Can be started on October 1. Even if you think your student will get no Financial Aid, still fill this form out so they can take out a student loan if needed. It is free:
www.fafsa.ed.gov/

CSS Profile:

- If you are applying to a private college, you may have to fill out the CSS Profile along with the FAFSA. A list of schools is located on this site, along with the form:
<https://profileonline.collegeboard.org/prf/index.jsp>
- Some CSS deadlines are **prior to the application deadline** and vary by school, so make sure you have looked this up

Make sure you have met with your school counselor to let us know when you plan on hitting “send” for your schools! Thank you for your time, and good luck with this process. We are here when you need us!

-BBHS School Counseling Office