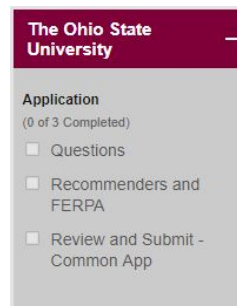


# College Application Checklist

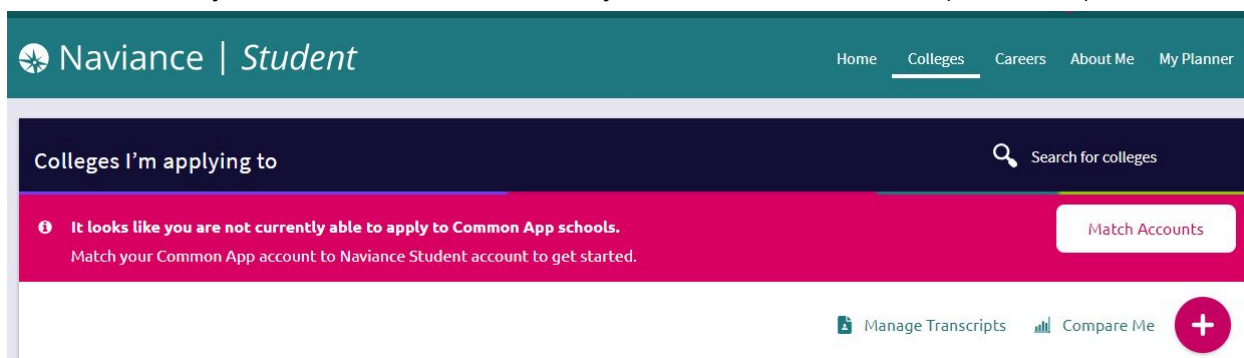
## Common Application (Complete only if applying to a school(s) via Common App.)

- FERPA**--Once completed, you can "Match" with Naviance and your Common Application schools will appear on Naviance.
- DO NOT** request a letter of recommendation via Common Application!
- Complete each section of general application.
- Complete each section for each school if necessary.
- Do you know your deadlines?
- Submit when complete



## Naviance

- "Match" with Common Application if necessary. The schools listed on CA will appear on Naviance when you have matched successfully. Click "Match Accounts" (see below)



- Add Schools that are not Common Application Schools by clicking plus sign (see above)
- Add schools that are self-reporting schools too.
- Be sure that you've specified how you're applying (common app or direct to institution)
- Request Letters of Recommendation
  - Do you want the letter to go to all schools or specific schools? You can specify when you request via Naviance.
  - Be sure to speak with the teacher face-to-face when requesting a letter.

## Transcript Request Form (TRF)

- Complete a TRF for each school to which you have applied.
  - A TRF is **NOT** required for all schools that you have self-reported grades as we do not send a transcript until you've decided to attend that school.
- Give TRF to Mrs. Clark or Mrs. Levis in the Counseling Office.

See or email ([nlevis@avonworth.k12.pa.us](mailto:nlevis@avonworth.k12.pa.us)) Mrs. Levis if you have questions.