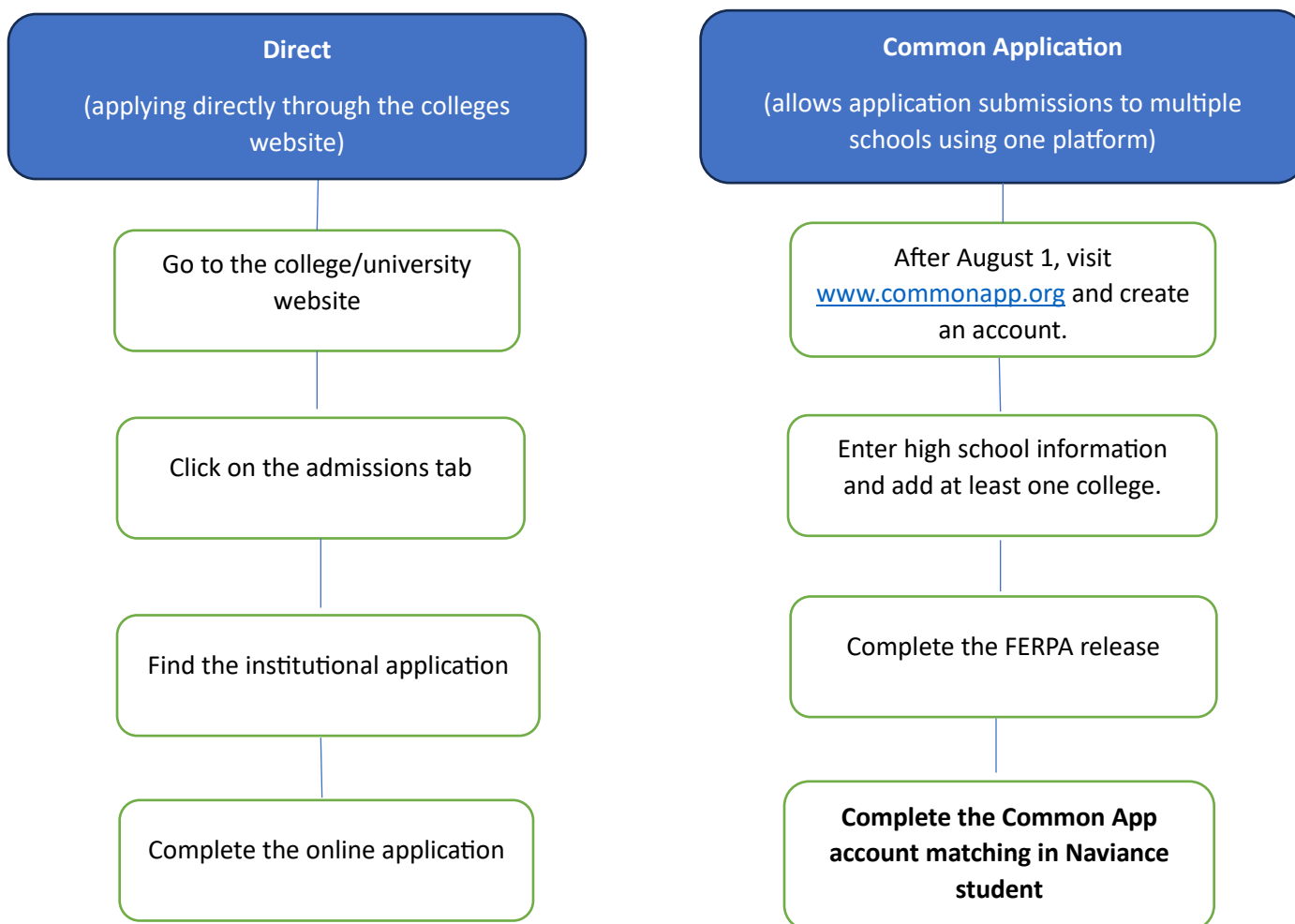


Senior directions for Naviance – Four-year college application steps

STEP 1: Gather information

- Use Naviance SuperMatch to create appropriate college list.
- Narrow college list down to 5 or 6 schools.
- Know the essentials required to apply:
 - What are the application due dates?
 - Are letters of recommendation required?
 - Who will write the letters of recommendation?
 - Choose people who are not related to you, who know you well and would say nice things about you
 - Provide the recommenders with a brag sheet
 - Follow college directives – Only use the recommenders they require (i.e teacher, counselor, etc.)
 - Allow the recommender at least 2 weeks to prepare the letter.
 - Will you need to submit a transcript or complete a self-report of your academic record?
 - Which colleges accept the Common App or an institutional application?

STEP 2: Begin application process



STEP 3: Request a transcript:

Electronic

You should only request a transcript if you have already applied to the college and they require an initial transcript

Electronic transcripts should be requested in Naviance

In Naviance, go to Colleges> Manage transcripts, select the plus sign to select College App transcript>select the type of transcript and where you are sending the transcript> Request and finish

Hard copy

Go to Beachside HS website

Click on School Counseling page and [transcript link](#)

Complete the transcript request form and pay via School Pay link

Self-report

Use transcript tab in HAC. This will have the name and grade of every course taken.

Each college/university website will walk you through their self-reporting system