

**Lakeview Centennial Seniors**





**COLLEGE APPLICATION CHECKLIST**



**Adding Colleges To Naviance Student**

 **student.naviance.com/lakeviewchs UN: S + ID # Password: NPIN**

1. Sign into Naviance Student and click on **Colleges** tab at the top right, then click on the **Colleges I’m Applying to.** Next, click the pink plus sign  to add a college you are applying to.
2. Choose your **App Type** (Regular Decision, Early Decision, etc.), how you will **submit your application** (common App or Directly to Institution) & check the box if you have **submitted your application** to the college.

**Adding Colleges To Naviance Student with Common Application**

1. Create a Common App account on the [Common App Online](http://www.commonapp.org/)
2. Sign the Common App FERPA Waiver and add your high school information on the [Common App Online](https://hobsons.webex.com/meet/holly.hartwig)
3. Click on **Colleges I’m Applying to**. Click the  button to match your Common App account to Naviance Student. Your colleges that you added to the Common App, will now show up under the **Colleges I’m Applying to list** in Naviance Student. \* **You must inform your Counselor if you are using a common application.**

 **Requesting Transcripts**



1. Click



1. Click box next to each college or university you have added & click

***YOU WILL NOT BE ABLE TO REQUEST A TRANSCRIPT UNTIL THE STUDENT RELEASE AUTHORIZATION FORM IS COMPLETED & RETURNED TO COUNSELING OFFICE***

**Requesting Teacher Recommendations**

Speak with the teacher in person to request a letter of recommendation and give them at least **three weeks** to complete the recommendation. ***After teacher has accepted, it is common courtesy to give the teacher a thank you note.***

1. Log into Naviance Student, and on the **Colleges** tab, click **Letters of Recommendation.**
2. Click **Add Request** to submit a new request to a teacher.
3. Select a **teacher** from the drop-down list.
4. ****Choose whether you want this teacher to write a unique **letter of recommendation to specific colleges,** or a **general letter of recommendation to send to all colleges** you added to your ***colleges I’m applying* to** list.
5. Include any specific information about your request (if this is your first-choice school, any specific program or major you are applying for, etc.), and then **Submit** the request.
6. To track your letter of recommendation requests, click on the **status** under the Status column (requested, submitted, etc.) to view the date and time your school sent the letter to the college.