

Applying to College

The Incarnate Way

What's in my paper packet?

- Before & After Directions
- Incarnate College Visit Policy
- Summary of Activities Template
- FAQ Sheet
- College Application Checklist
- Teacher Brag Sheet
- Counselor Brag Sheet
- Unofficial Transcript

Before Hitting 'Submit' On An Application

1. Do your research - make sure that all schools have the program you intend to pursue (i.e. PT, OT, etc.); figure out how much it would cost using the Net Price Calculator; VISIT!
2. Put some thought into it - why waste the application fee if you wouldn't actually attend?

Applicable papers: College Visit Policy

Before Hitting 'Submit' On An Application

3. Locate the Application - find it through the college website or www.commonapp.org - decide which type of application you'll be using. Open an account.

Note: If you use the Common App, you must link your Naviance account to your Common App account before you request anything on Naviance



4. Keep track of all your account usernames and passwords.

5. Add this college to your College Requirement Spreadsheet to keep track of what you'll need for your application.

Linking Your Common App Account to Your Naviance Account


Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#) 
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#) 

Common App Email Address:

Date of Birth:

 **Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

Before Hitting 'Submit' On An Application

6. Request any needed recommendations. You MUST ask in person first. IF they say yes, ask them if they would like you to fill out a brag sheet and/or would like your summary of activities. If they would like a brag sheet, fill one out (available in my office) and bring it to them. If they would like your summary of activities, give them a copy. Finally, request the recommendation through Naviance.

Applicable papers: Teacher brag sheet, Counselor brag sheet

Requesting a Recommendation Through Naviance

Before Hitting 'Submit' On An Application

7. Complete the application - including Summary of Activities and Essays/Supplemental Writings

Applicable papers: Summary of Activities Template, FAQs, Unofficial Transcript





SUBMIT

After Hitting 'Submit' On An Application

1. Add this school to 'Colleges I'm Applying To' on Naviance [make sure you indicate that you have already submitted your application]

colleges I'm thinking about

[+ add colleges to this list](#) | [compare me](#)

College	Delivery type	Added By	My Interest	Application Deadlines†				Actions		
				Early Decision	Early Action	Priority	Regular Decision	Manage Communication	Graph	WWW
<input checked="" type="checkbox"/> Avila U		student	N/A ▾	-	-	-	-			
<input type="button" value="Update Interest"/>	<input type="button" value="Move to Application List"/>		<input type="button" value="Remove from List"/>							



After Hitting 'Submit' On An Application

2. Send your ACT/SAT scores from ACT or College Board IF you did not send them when signing up for the test

Sign in at:

https://services.actstudent.org/OA_HTML/actibeCAcdLogin.jsp

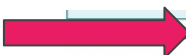
Instructions:

<http://www.act.org/content/act/en/products-and-services/the-act/your-scores/send-your-scores.html>

Note: if you are registered with the NCAA, you send your scores to them as well

After Hitting 'Submit' On An Application

3. Request your transcript through Naviance



Actions												
	College	Type	Applying via Common App?	Submissions	Deadline	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph WWW
<input type="checkbox"/>	Avila U	RD	-		-	no request	Pending	have you applied?	Unknown			
<input type="checkbox"/>	Marville Univ	RD	No		-	requested	Pending	have you applied?	Unknown			
<input type="checkbox"/>	U of Missouri Columbia	RD	-		-	no request	Pending	have you applied?	Unknown			

request transcripts for college applications

Use this page to submit official transcript requests for your college applications. Once you submit your request to the high school office, you will receive a confirmation and a tracking number.

Current Applications

Below is a list of the applications already in your list. If you have already requested a transcript for an application, it will not appear in the list below. Please click "add request" to request a transcript for an application.

- add request Avila University
- add request University of Missouri Columbia

After Hitting 'Submit' On An Application

4. Fill out the College Application Checklist (available in the guidance office) and return it to Mrs. Goldberg at least TWO WEEKS before the college deadline date.

Applicable papers: College Application Checklist

After Hitting 'Submit' On An Application

5. Check Naviance after submitting (give it up to two weeks) to make sure that all of your materials have been sent and that the school has received them.
6. Bring copies of any admissions decisions and scholarships to the counseling office.

CONGRATS