College Application Process: Overview

1. Check application deadlines for each school you are interested in. BE SURE TO MEET ALL DEADLINES, allowing time for EHS processing (see below).
2. Complete your applications using the college / university application process found on each college "Admissions" webpage.
3. Move or add your colleges from the "Colleges I'm Thinking About" tab to the "Colleges I'm Applying To" tab (Naviance).
4. Complete a paper transcript request form and return this form to Mrs. Ditzler in the Counseling Office. Note: It will take approximately 1-2 school days before you can request a transcript.
5. Request a transcript to be sent to your colleges (Naviance).
6. Request a letter of recommendation for your colleges (Naviance) - IF NEEDED - MOST SCHOOLS DO NOT REQUIRE ONE.

Sending a Transcript to Colleges

Please follow the below steps to send your transcript to a college/university AFTER you have completed the college application found on the college/university website:

1. Complete a paper transcript request form and return this form to Mrs. Ditzler in the Counseling Office. You cannot move on to the next step until this form is returned and entered into the Naviance system by Mrs. Ditzler.
2. Complete your transcript request in Naviance under the Colleges tab, "Colleges I'm Applying To" section.
   - Select the box next to the school to send that school a transcript.
   - Above the school listing click on the "Request Transcripts" link.
   - Select the “Add request” box for each school that you want to send a transcript to.
   - Do not select any of the other boxes (Include unofficial SAT/ACT Scores, or Send mid-year transcript). EHS automatically includes standardized test scores for you.
     - If your school requires official SAT/ACT test scores, you must submit an official report sent by the Collegeboard / ACT organizations (they will charge for this service).
   - Select the “Request Transcript” button at the bottom of the page.
   - Next, you will see a confirmation that your transcript requests have been submitted. This will show you the status of your transcript request.
   - Transcripts will be processed within 5-10 school days. Check back to see the status by:
     - Click on "Colleges Tab"
     - Click on “Transcripts” under Resource section on the left side of the "Colleges" page
     - Click on "View the Status of All My Transcript Requests"
Letters of Recommendation Procedures:

Teacher LOR Process:  [VIDEO about Letters of Recommendation]

1. Talk with the teacher and ask them if they are willing to write a college admissions letter of recommendation on your behalf.
2. Complete and submit a copy of your Senior Brag Sheet and provide a copy to that teacher as soon as they agree to write the letter for you.
3. From the "Colleges" tab under "My Colleges", select the "Letter of Recommendation" link.
4. Click on the "Add Request" button.
5. Select the teacher who will be writing your letter of recommendation for you. BE SURE YOU HAVE ALREADY ASKED THEM IF THEY WOULD BE WILLING TO WRITE ON YOUR BEHALF.
6. Select the "Choose specific colleges from your Colleges I'm Applying to list" option.
7. Select the schools that you would like the teacher to send the LOR to. Pay close attention to the number of required and allowed for each school.
8. Under the "Include a Personal Note..." section, you can leave this blank or type a note to the teacher about any special circumstances related to your request.
9. Click the "Submit Request" button.
10. Repeat the above steps for your next teacher LOR (if more than one is needed).

Counselor LOR Process:

1. With the Common Application, counselors will automatically complete the necessary Secondary School report and complete a LOR on your behalf.
2. You do not need to submit a request for a LOR to your counselors for these schools.
3. Be sure to complete and submit a copy of your Senior Brag Sheet to your counselor.

Common Application Schools:

1. Match your Common Application account with your Naviance account - Common Application Matching Video to walk you through that process.
2. Request a transcript to be sent to each Common Application school you are applying to (see above).
3. Request Teacher Letters of Recommendation (see above).