Step-By-Step Application Instructions

- Visit each college's website to determine their process for applying (e.g. directly to the institution, Common App, Coalition App, etc.)

    - Apply to Common App colleges on the Common App website. Use Common App if two or more colleges use this option.
    - Apply to non-Common App colleges directly on the college's website.
    - You may encounter a 3rd option called the Coalition App. This application platform is newer but is also an option for applying to multiple schools.

- Complete the Letter of Recommendation Request on Naviance for your school counselor.
    - "About Me – Home" > "My Surveys" > "See all Surveys" > "Letter of recommendation Request." Email your counselor when completed.

- Update your Prospective Colleges list in Naviance and request transcripts using Parchment.

- Work on completing applications by November 1st. This will ensure you meet early admission deadlines that are required for merit scholarship eligibility. Remember to request the following supporting documents at least 3 weeks in advance:
    - Transcripts (use Parchment, even if colleges ask you to have your counselor send them for you.)
    - Letters of recommendation (email your counselor/teachers)
    - Official test scores (directly from CollegeBoard or ACT)*

- You can submit your application once you have finished, even if your counselor hasn't yet submitted your supporting documents.

Class of 2021: Many colleges are now test optional. This means that you are not required to submit test scores in the application process. A list of colleges that are test optional can be found at FairTest.org Please check each institution's policy before you apply.