

POST-SECONDARY APPLICATION PROCESS

Naviance Student

Lesson Tasks

Learn about the different college application types

Submit a transcript request to your registrar for submitted applications

Complete a college application and upload confirmation of the submission

APPLICATION PROCESS

Application Process in Naviance *Student*

In Naviance *Student* you can...

- Research college and training program options
- Directly access admission sites
- Request transcripts and other school documents to be sent with your application

Streamline the Application Process

Step 1: Use tools in Naviance *Student* to explore college and training program options.

Step 2: Add college and training programs to your **Colleges I'm thinking about** list

Step 3: Determine which colleges and/or programs you plan send applications to

Step 4: Check application delivery types in Naviance Student to understand how each college/training program expects you to apply

Step 5: **Move** the names of colleges/training programs where you plan to submit applications to your **Colleges I'm applying to** list and **request your transcripts** be sent by your school

Step 6: Complete your application(s)

Step 7: Continue to check status of your transcript and other school documents in Naviance *Student*

Step 8: Update your application results on your **Colleges I'm applying to** list

CREATING YOUR LIST

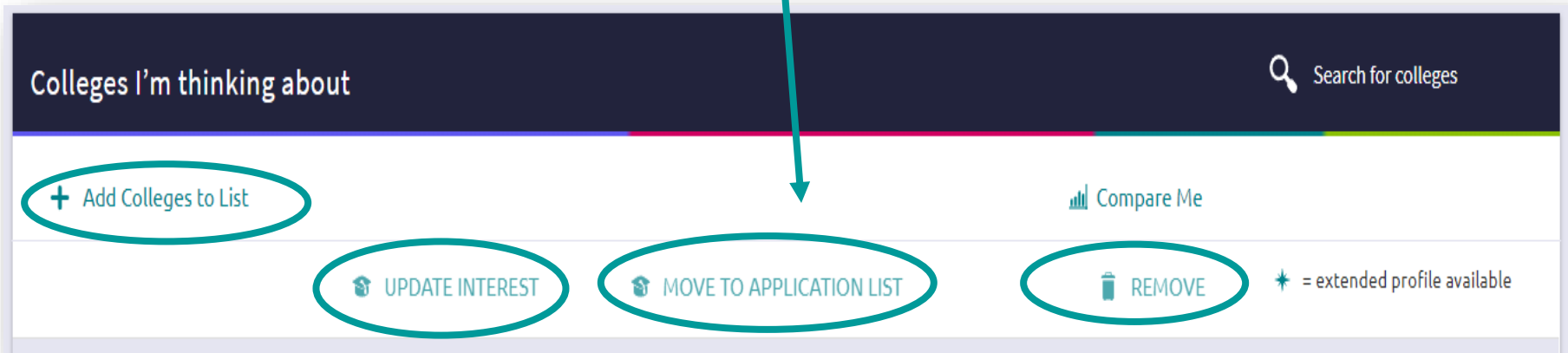
Colleges I'm Thinking About List

As you use the different search tools, you will be able to “favorite” ❤️ colleges to your **Colleges I'm thinking about** list



Building Your List

As you continue your research you will be able to **add/remove** colleges/training programs from your list, **update your interest** and decide if you want to **move to application list**.










APPLICATION DELIVERY TYPES

College Application Delivery Types

These icons will be next to your applications and indicates how your high school will send your application materials through Naviance *Student*.

Documents like your transcript is sent based on what each college/training program prefers.



	Common App Common App school that accepts documents electronically
	Common App via Electronic Common App school but student not applying via Common App, school accepts electronic
	Common App Print Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail
	Electronic Accepts electronic documents, and not Common App school
	Unknown Common App school but student not applying via Common App, school accepts electronic documents
	Print Only School does not accept electronic documents so must print and mail







Common App

These icons indicate that the submission of the application will go through Naviance *Student* through **Common App**.

This icon indicates that the college only accepts Common App.

This icon indicates that the college will accept Common App **or** their own application but you will need to make the choice in Naviance *Student*.


This icon indicates that the college only accepts Common App but your transcript will need to be **mailed**.







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Electronic

When you see the **Electronic** icon, you will be able to submit your application online through the college website.

You can access the college website admissions page by clicking the **Apply online** button.









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Unknown

This icon indicates that the college will accept a Common App submission or their own application on the college website.

You will be provided a drop-down box to indicate yes you will be applying via Common App or no you will be applying *direct to institution* (electronic)


Be sure to change all **Unknown** icons! Leaving the delivery type as **Unknown** means your school documents may not be sent.







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Print Only

The **Print Only** icon means your school registrar will send your transcript by postal mail.

You can access the college website admissions page through Naviance *Student* and still complete the application online.

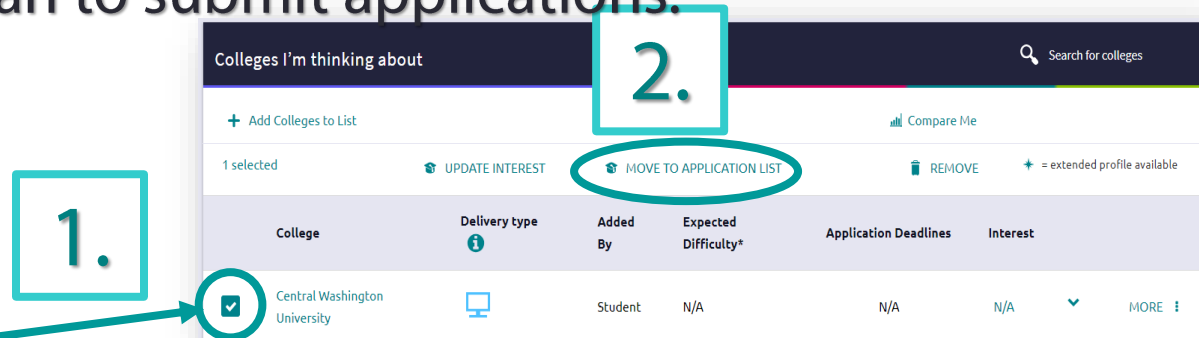


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READY TO APPLY?

Colleges I'm Applying to List

The **Colleges I'm applying to** list is where you move the colleges when you plan to submit applications.



Click the box next to the college name from the **Colleges I'm thinking about** list.

Click **MOVE TO APPLICATION LIST**

Click **ADD AND REQUEST TRANSCRIPTS**

The form is titled 'Add Applications' and is for 'Central Washington University'. It has two steps: 'STEP 1: Add Applications' and 'STEP 2: Request Transcripts'. Under 'STEP 1', there are dropdowns for 'Which application deadline do you prefer?' (set to 'N/A') and 'How will you submit your application?' (set to 'Direct to the institution'). There is also a checkbox for 'I've already sent my application'. At the bottom, there is an 'Add Application' button and a button labeled 'ADD AND REQUEST TRANSCRIPTS' (labeled 3.).

Requesting Transcripts Reminder

You **do not** need to request your transcript for every college/training program on your list.

Only request a transcript for that college/training program if you submit an application.

All transcript requests must go through Naviance *Student*.

Viewing Your Colleges I'm Applying to List

Colleges I'm applying to

+ = extended profile available

Remove an application if you decide not to apply

Manage transcript requests

Manage Transcripts Compare Me +

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Central Washington University	RD	Regular Decision -	N/A	Pending		Unknown	Unknown EDIT MORE

College that I'm attending:

N/A

Track progress of application materials

Edit your application status

Update

DO YOU NEED A
RECOMMENDATION?

Teacher & Counselor Recommendations

Throughout the application process you may need to submit a recommendation letter from a teachers or your counselor.

Examples:

- Common App college applications
- Scholarship applications
- NCAA/NAIA athletics

The Brag Sheet Survey

A “brag sheet” is exactly that.

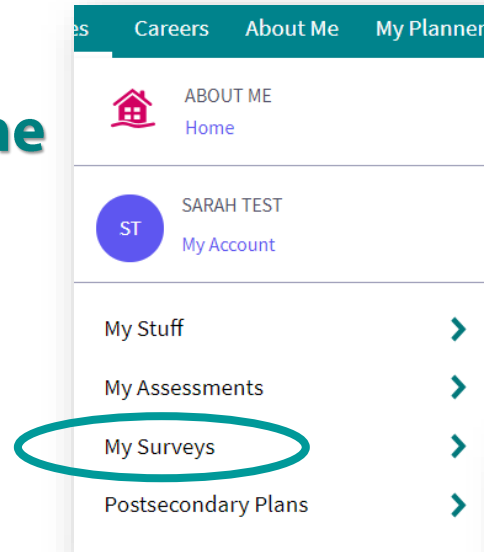
A format for you to talk about yourself and your accomplishments.

Teachers and staff can then use the information to write you the most complete recommendation possible.

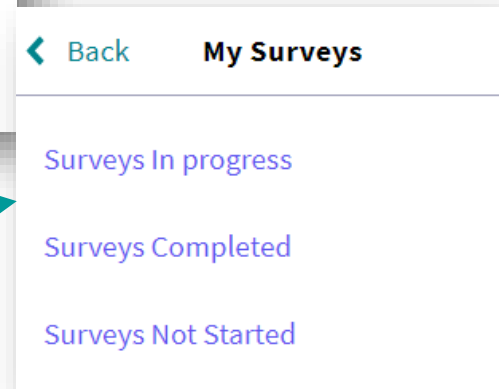
The **Brag Sheet Survey** is in Naviance *Student* and can be edited/amended at any time to keep the information current.

Access the Brag Sheet

In Naviance, click on **About me**



Click **My Surveys** and select a survey category



Click the link to complete the **Brag Sheet Survey**.

Note: if the survey is not visible click the **Filter by drop down to choose a different survey category.*

Common App Teacher and Counselor Recommendations

Most Common App colleges ask for letters of recommendation.

Please consider the following...

- Ask the teacher in person
- Make sure the brag sheet is complete
- Use Naviance *Student* to submit and track your requests to the teacher
- Teachers will need to upload/send their letter using Naviance *Student*
- Ask the teacher **two weeks in advance** to allow enough time.
*(*Remember you are probably not the only student requesting a letter!)*

SUBMIT, SAVE, & CHECK BACK

Submit Your Application

When you submit an application, you will want to start checking your email account for confirmation and updates **regularly**.

Colleges and training programs will use the email you used in the application process to:

- Notify you if your application is complete, incomplete, or needs additional information
- Notify you of your application status
- Notify you when they receive your school transcript or other documentation
- Communicate with you about your financial aid award status

Save Your Communication

As you receive communication regarding your college/training program application, **save** it!

There may be times when you will need to refer back to the emails containing important information and due dates.



To **save** your emails click the star/flag next to the message or create a folder in your inbox for college/training program communication.

Check Back Often

Most colleges/training programs send decisions electronically through either an email or the application status link when you log into your account at that school and then follow up with a letter.

If you are accepted to multiple schools, you do not have to make your decision right away.

Take time to receive all information prior to making the choice that is right for you. The right “fit!”

TASK COMPLETION...

Log in to Naviance Student

Click **Students** from school website

Click **Naviance** button

Log in with district ID# and password



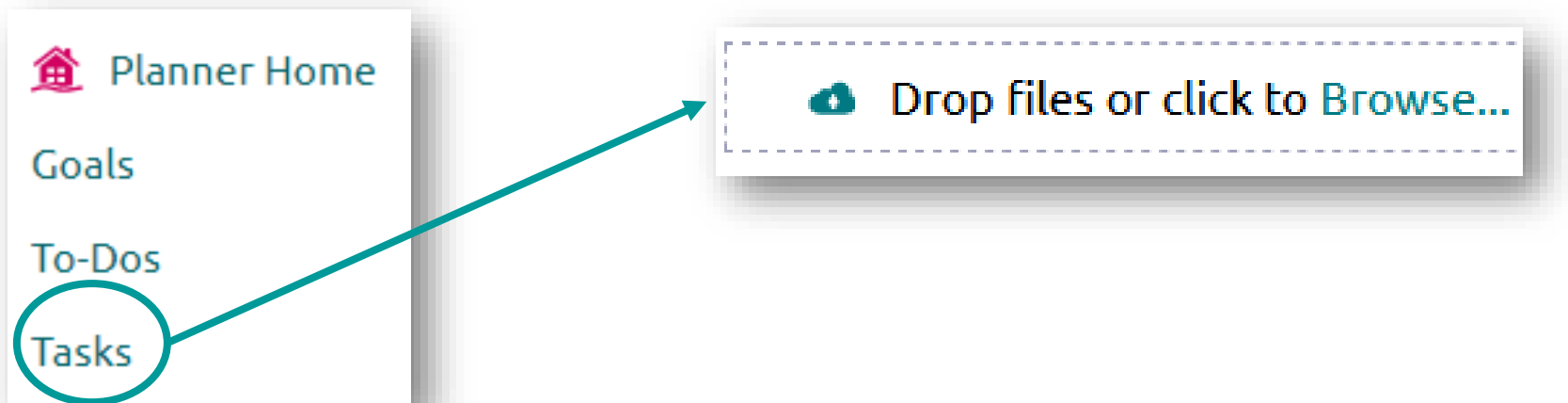
[Naviance Student](#)

Complete the Task...

To complete the lesson task log into Naviance *Student*, click on **Planner > Tasks**.

Click the title of the task - **Upload Post-Secondary Documentation**

Click **Browse...** to locate your document and upload.



Upload Example 1

We are pleased to inform you that you have been accepted for admission to Shoreline Community College. To find your start date, please visit the academic calendar at: <http://new.shoreline.edu/calendars/>.

Please do not give the following information out, or share it with anyone:

Your Personal ID number (PIN) is currently your 6-digit birthday. Please allow one business day for your PIN to be activated. We encourage you to change your PIN to another 6-digit number as soon as possible for added security.

Don't miss important information from Shoreline! As a new member of the 'Phin Nation, you now have a Shoreline student email account, which should be ready in less than a day. To receive important information and updates it's important that you activate this email account as soon as you can at www.shoreline.edu/email.

- If you get an "incorrect login" message when activating it means your account is still being created. Try again in a few hours.
- If you are a former student from before 2013, your email account will be generated when you register for class.

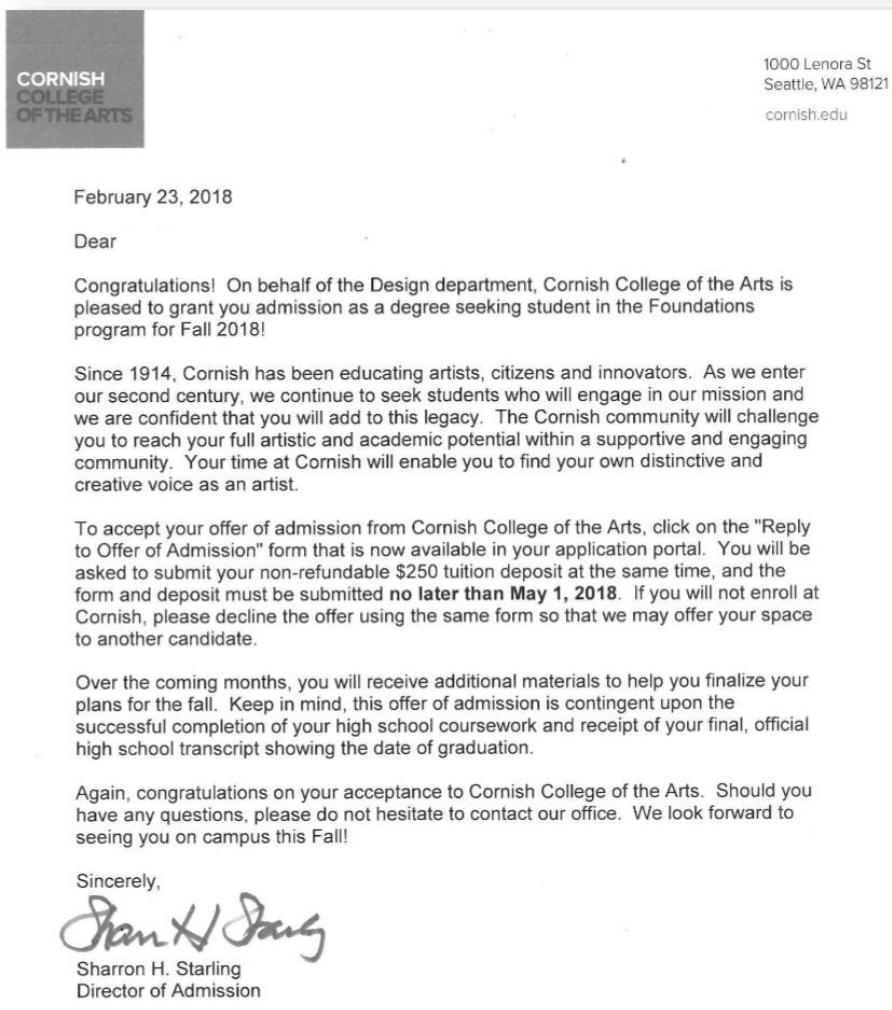
Apply, Enroll, Succeed! You've already taken the first step. Visit our Enrollment Services homepage <http://www.shoreline.edu/enrollment-services/> for information about next steps.

For further assistance, please e-mail us at sccadmis@shoreline.edu or call (206) 546-4611.

Sincerely,

Chris Melton
Director, Enrollment & Financial Aid Services/Registrar

Upload Example 2



Upload Example 3

Provide a screenshot of your post-secondary plans:

- **Email communication** *(with employer, military recruiter, apprenticeship provider etc.)*
- **Contact/other information** about an option found on [Washington Career Bridge](#)
- **Other documentation** of post-secondary opportunity

Naviance Questions?

If you have any questions, please contact naviance@everettsd.org.

Be sure to provide your name and school.

To check messages sent to you through Naviance *Student*, login and click the icon for your **messages** in the upper-right corner.



Messages