

# POST-SECONDARY APPLICATION PROCESS

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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

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# 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*

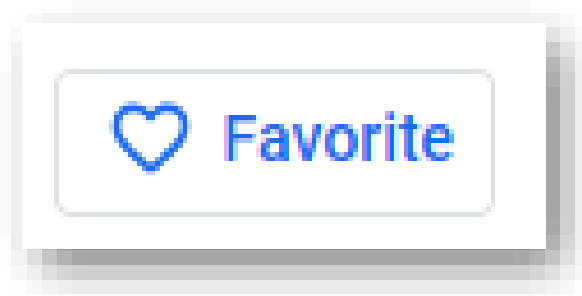
**Step 8:** Update your application results on your **Colleges I'm applying to** list

# CREATING YOUR LIST

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# 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

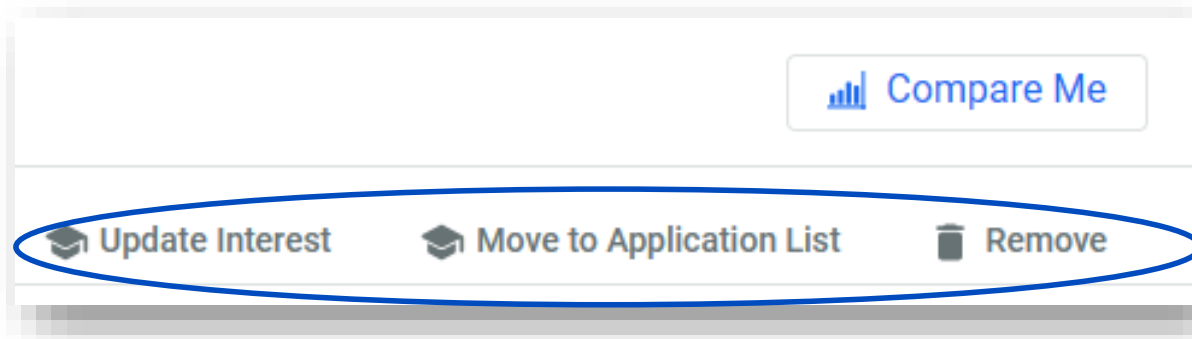


# Building Your List

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**.



+ Add Colleges to List






# APPLICATION DELIVERY TYPES






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# 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.




	<b>Common App</b> Common App school that accepts documents electronically
	<b>Common App via Electronic</b> Common App school but student not applying via Common App, school accepts electronic
	<b>Common App Print</b> Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail
	<b>Electronic</b> Accepts electronic documents, and not Common App school
	<b>Print Only</b> 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**.



Common App  
Common App school that accepts  
documents electronically

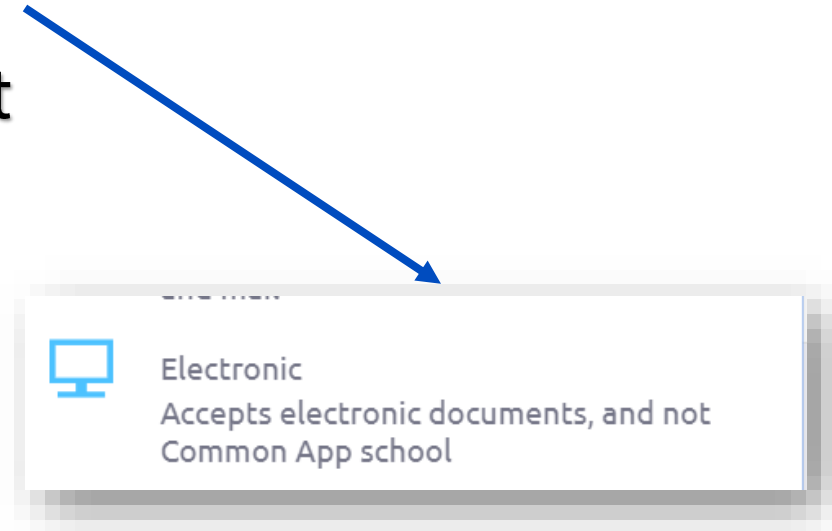
 It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

[Match Accounts](#)

# 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.



# 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.



Print Only

School does not accept electronic documents so must print and mail

# Common App via Electronic

The **Common App via Electronic** icon indicates that documents can be submitted either through Common App or Directly to the Institution electronically.



Common App via Electronic  
Common App school but student not  
applying via Common App, school accepts  
electronic

# READY TO APPLY?

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# 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**

Select how you will submit your application, then click **Add and Request Transcripts**

The screenshot shows the application process interface with three numbered callouts:

- 1.** Points to a checkbox next to the college name "Seattle Pacific University".
- 2.** Points to the "Move to Application List" button.
- 3.** Points to the "Add and Request Transcripts" button.

The form details shown are:

- Seattle Pacific University**
- Which application deadline do you prefer?  
Early Action - Fall 2023 term - Deadline Nov 1
- How will you submit your application?  
Via Common App  
Via Common App  
Direct to the institution
- Considered during the admission review process?  
Choose an option
- ☐ I've already sent my application
- Buttons: Add Applications, Add and Request Transcripts



# 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** college transcript requests must go through *Naviance Student*.

# Viewing Your Colleges I'm Applying to List

Manage transcript requests

Remove an application if you decide not to apply

Track progress of application materials

✦ = extended profile available

Manage Transcripts Compare Me +

+ Request Transcripts Remove

College	App Type ⓘ	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission ⓘ Type	Application
✦ University of Alabama at Birmingham	Rolling - Fall 2023	Jun 1	N/A	Requested	Pending	CA Unknown ▾ EDIT	More ⋮

It is **very important** to keep this list up to date and current.

Edit your application status

Information on this page informs your school counselor and registrar where documents need to be sent.

DO YOU NEED A  
RECOMMENDATION?

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# 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 **your initials** the upper-right corner

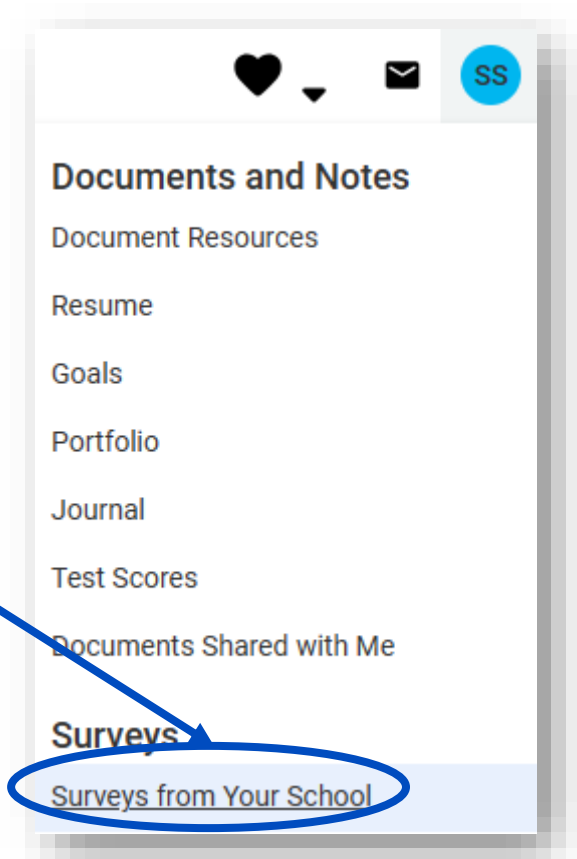
Click **Surveys> Surveys from Your School**

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

You can fill out the survey in parts. At the bottom, click

SAVE PROGRESS

after each answer you complete.



*\*You can also type your answers on another document, then copy/paste into the survey*

# 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**

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# 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...

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# 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...

You will complete this graduation requirement at the  
**END OF YOUR SENIOR YEAR!**

For CCRS, please complete the **Brag Sheet Survey** and click



SAVE PROGRESS

# 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](http://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.

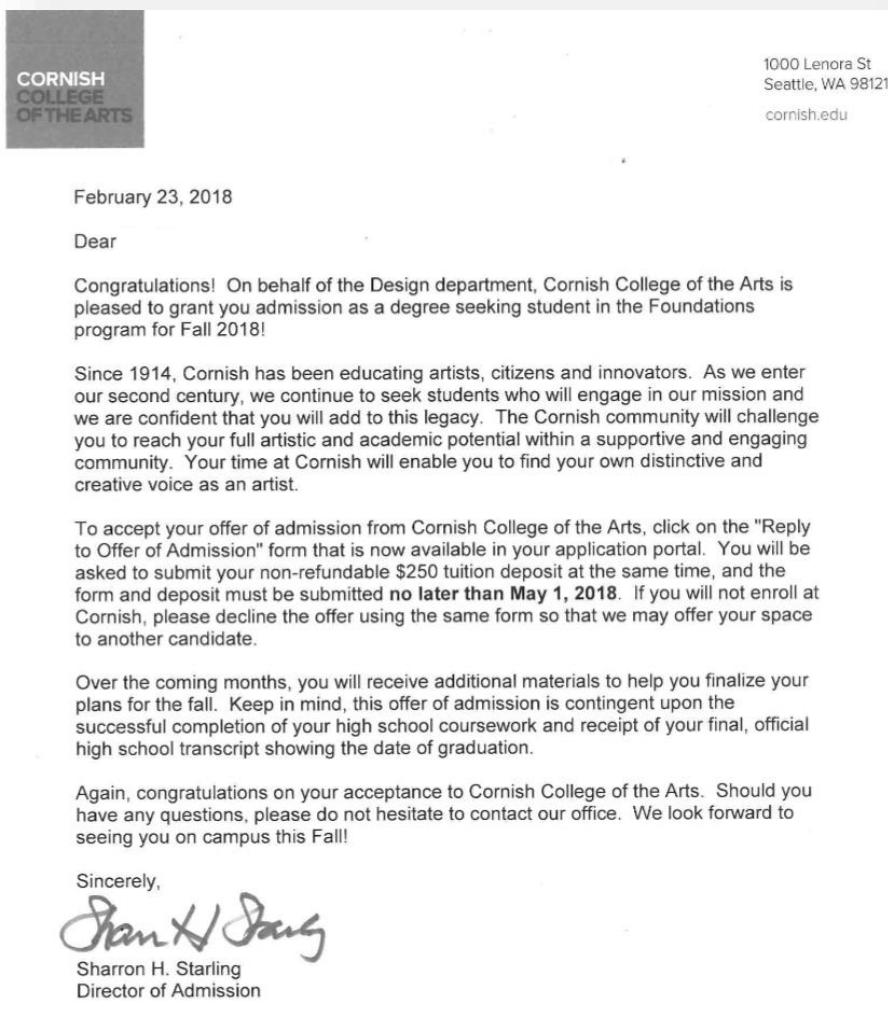
Apply, Enroll, Succeed! You've already taken the first step. Visit our Enrollment Services homepage <http://www.shoreline.edu/enrollment-services/> for information about next steps.

For further assistance, please e-mail us at [sccadmis@shoreline.edu](mailto: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