**COLLEGE APPLICATION CHEAT SHEET**

**PREPARING TO APPLY**

**Go to NAVIANCE:** [**https://connection.naviance.com/mayfield**](https://connection.naviance.com/mayfield)

1. **Go To: COLLEGES 🡪 Colleges I’m Applying To**

* **Chosen Colleges are on your “Colleges I’m Applying To” list**
  + - Either bring them over from your “Colleges I’m Thinking About” list

(Colleges I’m Thinking About 🡪 Check Mark Chosen Colleges 🡪 Move to Application List 🡪 Add Applications)

OR

* + - Add them new

(Colleges I’m Applying To 🡪 Add To This List 🡪 Look Up 🡪 Search By Name 🡪 Choose College)

* **If you are applying to a Common App school you must “MATCH” your Common App account with Naviance.**
  + - This is so that Naviance can sync with the Common App. To do this you go to the match area in the “Colleges I’m Applying To” tab and type in the email you use to log in to the Common App and then your birth date and then click the match button.

1. **Once the colleges are on your list…**
   * + Under the “Submissions” heading, check for the type of application required for each college (Common App or Online Via School Site).
     + Under the “Applying Via Common App?” heading mark **YES** and click “Update Applications.”
     + Under the “Deadline” heading check for each college’s deadline.

* If you have an earlier deadline that the one that is listed, please see me to override it!

1. **Recommendations (If Required)**
   * + Make sure you have asked the teacher/recommender to complete your recommendation.
     + To Request Teacher Recommendations Please see the teacher in person. Teachers will upload their letters into Naviance as they have a Naviance account.

**APPLYING**

* + **Complete & send every application at least 2 weeks before any deadline.**

**Using Common App**

\*Reminder: If you are applying to a Common App school, you MUST use the Common App!!

* + Go to [www.commonapp.org](http://www.commonapp.org/)

**Using the Online Application on the College Website**

* + To apply online go to that particular college’s website and follow directions to apply.

**\*\*AFTER YOU APPLY – Right after you hit “Submit”\*\***

**#1 Let Us Know You Applied= This Is How You Request Your Transcripts!**

**A. Log on to Family Connection**

(Colleges I’m Applying To 🡪 “Have you applied?” 🡪 Find College 🡪 “I Have Submitted My Application” 🡪 Update Applications)

**B. Complete the Transcript Request Form and deliver to Counseling Office**

**#2 TEST SCORES= Make Sure You Request Your Scores to be Sent Directly from the Testing Company**

**A. Go to the ACT and/or College Board SAT website and request that your test scores**

**be sent directly from the testing company to your chosen school(s).**

[**www.actstudent.org**](http://www.actstudent.org/) **or** [**www.collegeboard.com**](http://www.collegeboard.com/)

* We will then prepare and send your application support package. This includes your transcript, school profile, recommendations, and any other support materials.
* You can check the status of your application support package in the “Colleges I’m Applying to” section under the Office Status tab. When the counselor has sent your materials, it will read “Initial Materials Submitted.”