



Completing College Applications

Martin Luther High School

Where are You in the Process?

- Have not started
- Just started
- Lost
- Stuck (need help with a few items)
- Completed one or more
- Done, but need to finalize/revise

College Application

There are 2 ways to apply

Apply through the college website
(Directly to Institution)

- Complete each application individually**
- Complete your application
- Use Naviance to...
 - Request your transcripts
 - Request letters of recommendation
- Send official ACT scores (on transcript)

Use The Common Application
(The Common App)

- One application for over 700 schools**
- Complete application
- Invite counselor/teachers as recommenders
- Send official ACT scores (on transcript)
- Request Letters of Recommendation if needed
- **Do NOT use Naviance** if using The Common App

Common Application

- Why Common Application? One application – over 700 schools
- **DO NOT USE NAVINCE IF USING THE COMMON APP**
- Your steps
 - Invite counselor/teachers as recommenders (ASK IN ADVANCE!)
 - Complete Application ([Consider Early Action/Early Decision](#))
 - Transcripts are requested through here
 - Pay the \$10 transcript fee
 - Letters of Recommendations requested through here

Requesting Transcripts - Naviance

- Click on the colleges tab
- Click on colleges I'm applying to
- Click on +add colleges to this list
- Click on lookup, and search for your college.

colleges careers about me

Search for colleges: Go

colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	How are you applying?	Submissions	Expected Difficulty*	De
+ add colleges to this list					

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to a college yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

Requesting Transcripts - Naviance

- Search for your college name. Then, click on the Transcript Request button next to the college name to request that your high school transcript be sent.
- Once all your colleges are listed and your transcripts have been requested, click on the Add Colleges button at the bottom of the list.

careers about me

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my ap
Regular Decision	<input checked="" type="checkbox"/> request	Concordia University Wisconsin :: lookup	<input checked="" type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my ap
Regular Decision	<input checked="" type="checkbox"/> request	Concordia University Wisconsin :: lookup	<input checked="" type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

[Cancel](#) [Add Colleges](#)

Requesting Transcripts - Naviance

- You need to indicate how you applied in order for your transcripts to be sent. Under "How are you applying", click on any that say I'm not sure yet and have a "?" under "Submissions".
- For each college application, select how you applied and click Update Applications at the bottom when finished.
- Pay the one time \$10 transcript fee

colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	How are you applying?	Submissions ⓘ	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit
<input type="checkbox"/> Concordia Univ	RD	I'm not sure yet	?	N/A	-	requested	Pending	app submitted	Unknown	
<input type="checkbox"/> Marquette Univ	RD	I'm not sure yet	?	N/A	Dec 01, 2016	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Valparaiso Univ	RD	I'm not sure yet	?	N/A	-	no request	Pending	have you applied?	Unknown	

Marquette University

I'll submit my application:

- via Common App
- directly to the institution ⓘ
- I'm not sure yet

Valparaiso University

I'll submit my application:

- via Common App
- directly to the institution ⓘ
- I'm not sure yet

[Update Applications](#)

Requesting ACT Scores

- Colleges will ask for your official ACT scores
- Your ACT scores are included on your transcript.
 - Most colleges will accept these as official
 - Some universities will not
- Request your official ACT transcripts through actstudent.org
 - Log into account
 - Request that your scores be sent
 - Pay the fee

How Many Schools Should I Apply To?

- No magic number. 5-8 is enough
- Include 3 types of schools on your list
 - Safe
 - Probable
 - Reach
- Diversify your list for Financial Aid purposes

What to Avoid

- Letting parents take the lead
- Submitting a lengthy resume
- Hitting submit without proofreading
- Waiting until the last minute
- Repeating yourself
- Asking for information that can be easily found
- Telling colleges what you think they want
- Writing a one-size-fits-all essay
- Trumping up your extra-curriculars
- Failing to check curriculum requirements

Letters of Recommendation

- Complete your Postsecondary Resume!
- Give references at least 3 week notice
- Read your applications carefully, it may tell you WHO needs to write your letters
- Always waive your right to view recommendation forms on your application
- Follow up with your reference a week or so before recommendations are due

- If applying through Common App – request letters through Common App
- If applying through website – request letters through Naviance

Requesting Letters of Recommendation Through Naviance

- Complete a Postsecondary Resume
- Talk to your teacher(s) to confirm that they will write a recommendation for you!

<input type="checkbox"/>	Concordia Univ	RD	I'm not sure yet		N/A	-	requested	Pending	app submitted	Unknown				
<input type="checkbox"/>	Marquette Univ	RD	I'm not sure yet		N/A	Dec 01, 2016	requested	Pending	have you applied?	Unknown				
<input type="checkbox"/>	Valparaiso Univ	RD	I'm not sure yet		N/A	-	no request	Pending	have you applied?	Unknown				

Delete Application

College that I am attending

(no college selected) ▾

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information.

Requesting Letters of Recommendation Through Naviance

C. Click on the **Add Requests** button.

1. Select a teacher/staff member from the dropdown option.
2. Select if this recommendation is for a specific college or for all of them.
3. Enter a personal note to the teacher, formally requesting the recommendation and thanking them for taking the time.
4. Click on the **Submit Request** button.

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

Choose **specific** colleges from your Colleges I'm Applying To list

All current and future colleges I add to my Colleges I'm Applying To list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Dear Mr. Butts,

Thank you so much for taking the time to write me a letter of recommendation for UVA-Madison. Just a reminder that the deadline is in 1 month on December 1st. I already personally delivered you my letter of recommendation packet with all the information you need regarding my academics, qualities, and extracurricular activities. Please let me know if you need anything else.

Thank you again!

2589 characters remain

Cancel

Submit Request