

## ***COLLEGE APPLICATION INFORMATION***

**Senior Year** - Please review the following information and guidelines to assist you in navigating the college application process.

### **Steps for the College Application Process**

#### **1. Explore Colleges**

- Search for colleges through the College Board -[College/Career Search](#) and through your Naviance account which can be accessed through your ARHS gmail account

#### **2. Complete Application**

- Complete the university/college application available through the university website OR complete the Common Application. Check the University application instructions. If you are applying to more than one school that accepts the Common Application you will complete one Common Application and application and Send to all.

**\*\*Universities may request the following:**

Class rank: indicate **Exact**

GPA (Grade Point Average): indicate **weighted** on a 6.0 scale

#### **3. Naviance:** Access Naviance log-on via your ARHS gmail.

- Complete your Brag Sheet. Your Brag Sheet **MUST** be completed prior to requesting a recommendation from a teacher or counselor.
- Recommendations - Personally, ask two teachers for a letter of recommendation. After asking your teachers verbally, you must request a letter through Naviance under the "Colleges" tab. Your teacher will receive an email and will be able to upload your recommendation into your Naviance account. A brief instructional video is available on the Homepage of Naviance.
- Click the "Colleges" tab to add colleges to your list. You can apply directly to a college/university or through the Common Application. Indicate how you have applied.
- If using the Common App, **Match** your Naviance account with your Common Application.

A brief instructional video is available on the Homepage of Naviance.

#### **4. Transcripts:**

- Most universities require an initial Transcript. Official transcripts are submitted directly to a university or scholarship. A Transcript Request Form must be completed for each college you apply.

- Transcript request forms are available through the Guidance office when classes resume in September. Do not request a Transcript through the Common Application.

## **Common Application**

The Common Application provides instructions and guidelines for completing the application [Common Application Tips](#). Each page of the Common Application has a tutorial.

**Note:** The **Common Application** takes time. Prior to beginning the application, collect materials you will need to complete the application.

Steps for completing the Common Application

- **Gather Information:**
  - Copy of your historical grades/report card
  - List of Activities (clubs, sports, employment)
  - Parent/guardian information
  - Honors and Achievements
- **Create an account:**
  - Select “First Year Student” button
  - Enter information (name, home address, phone number, date of birth)
  - Click “Create Account”
- **Add colleges:**
  - Click the “Add” button in the search list results or use “Add to My Colleges” button. You can view the colleges you selected on your DASHBOARD or in your My Colleges tab. You can add up to 20 colleges.
- **Family Makeup:**
  - Various questions regarding your family household will be asked about your parents and siblings. Questions cover topics regarding age, employment, and education.
- **Education:**
  - List your current high school through the search option. You'll be asked about your start date and graduation date for Archbishop Ryan.
  - List your high school counselor (Mrs. Regina Abernethy, [rabernethy@arhs.org](mailto:rabernethy@arhs.org))
  - The next section(s) ask about classes you've taken inside the school as well as dual enrollment courses, self-reported GPA, honors you've received and future plans. Many colleges will also ask for letters of recommendation. Please do not request recommendations through the Common App. You will request these through Naviance and your forms will be submitted.
  - Click “Recommenders and FERPA”. Complete the FERPA.

- **Self-Reported Testing:**

- Report your highest SAT/ACT scores.

Many colleges will require an official SAT score. Each college is different and will have particular requirements.

**\*\*Official SAT scores should be sent directly through the College Board. Please check with the university to review SAT score submission policies. Some universities do not require an SAT or are waiving SAT requirements during the 2020-2021 application process.**

- **Activities:**

- List all the activities you do outside the classroom whether at ARHS or outside of ARHS. List activities whether you think they are important or not. This helps colleges admissions offices learn more about who you are and the things that are of most interest to you.

- **Essay:**

Essay prompts are available. Check each college you want to apply to check if they have supplemental essays or short answers to be completed.

- **Review and Submit:**

- Review application
- Pay application fees for each school you applied. If you have received a fee waiver or believe you are eligible for a common application fee waiver, please discuss with Mrs. Abernethy in the Guidance office.
- Click Submit