College Application Process: Overview

1. Check application deadlines for each school you are interested in. BE SURE TO MEET ALL DEADLINES, allowing time for EHS processing (see below).
2. Complete your applications using the college / university application process found on each college "Admissions" webpage.
3. Move or add your colleges from the "Colleges I'm Thinking About" page to the "Colleges I'm Applying To" page in Naviance.
4. Complete a paper transcript release form and return this form to Mrs. Ditzler in the Counseling Office. Note: It will take approximately 1-2 school days before you can request a transcript.
5. Request a transcript to be sent to your colleges through Naviance.
6. Request a letter of recommendation for your colleges through Naviance - IF NEEDED - MOST SCHOOLS DO NOT REQUIRE ONE.

Sending a Transcript to Colleges

Please follow the below steps to send your transcript to a college/university AFTER you have completed the college application found on the college/university website:

1. Complete a paper transcript release form and return this form to Mrs. Ditzler in the Counseling Office. You cannot move on to the next step until this form is returned and entered into the Naviance system by Mrs. Ditzler.

2. Complete your transcript request in Naviance under the Colleges tab, "Colleges I'm Applying To" section.
   - Select the box next to the school to send that school a transcript.
   - Above the school listing click on the "Request Transcripts" button.
   - Select the “Initial” transcript box for the “What type of transcript are you requesting” question.
     - Note: EHS automatically includes standardized test scores for you, BUT PLEASE NOTE: if your school requires OFFICIAL SAT/ACT test
scores, you must request an official report sent by the Collegeboard / ACT organizations (they will charge for this service). Go to the CollegeBoard website to request this if needed.

- Select the “Request Transcript” button at the bottom of the page.
- Under the “Where are you sending the transcripts?” click on the drop-down arrow and select applicable college.
- Click the “Request and Finish” button.
- Transcripts will be processed within 5-10 school days. Check back to see the status by:
  - Click on "Colleges" menu item, then click on “Colleges Home”.
  - Under the “Apply to College” section click on “Manage Transcripts”
  - There you will see details related to your request(s).

Letters of Recommendation Procedures:

Teacher LOR Process: VIDEO about Letters of Recommendation

1. Talk with the teacher and ask them if they are willing to write a college admissions letter of recommendation on your behalf.
2. Complete and submit a copy of your Senior Brag Sheet and provide a copy to that teacher as soon as they agree to write the letter for you.
   1. Senior Brag Sheet PDF
   2. Senior Brag Sheet Word
3. From the "Colleges" menu, click on “Colleges Home”.
4. Under the “Apply to College” section click on the "Letter of Recommendation" link.
5. Click on the "Add Request" button.
6. Select the teacher who will be writing your letter of recommendation for you. BE SURE YOU HAVE ALREADY ASKED THEM IF THEY WOULD BE WILLING TO WRITE ON YOUR BEHALF.
7. Select the "Choose specific colleges from your Colleges I'm Applying to list" option.
8. Select the schools that you would like the teacher to send the LOR to. Pay close attention to the number of required and allowed for each school.
9. Under the "Include a Personal Note..." section, you can leave this blank or type a note to the teacher about any special circumstances related to your request.

10. Click the "Submit Request" button.

11. Repeat the above steps for your next teacher LOR (if more than one is needed).

Counselor LOR Process:

1. With the Common Application, counselors will automatically complete the necessary Secondary School report and complete a LOR on your behalf.
2. You do not need to submit a request for a LOR to your counselors for these schools.
3. Be sure to complete and submit a copy of your Senior Brag Sheet to your counselor.

Common Application Schools:

1. Match your Common Application account with your Naviance account - Common Application Matching Video to walk you through that process.
2. Request a transcript to be sent to each Common Application school you are applying to (see above).
3. Request Teacher Letters of Recommendation (see above).