

The College Application Process Reference Guide

Overview

Keep track of the colleges that you are applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, the college deadline, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college events, and test scores.

Accessing the List

1. From Naviance Student, **Colleges** > **Colleges I'm Applying To**.

Adding a College(s) to the List

Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the *Colleges I'm Applying To* list
- From the *Colleges I'm Thinking About* list

From Colleges I'm Applying To

1. Click the **Add** button (+ sign).
The Add New College Application, Step 1 Add Application displays.
2. From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
3. From **App Type** click the drop-down to identify your answer.
4. From **I'll submit my application?** click the drop-down to identify your answer.
5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.
6. Click **Add Application**.

From Colleges I'm Thinking About

1. From Naviance Student, navigate to **Colleges** > **Colleges I'm Thinking About**.
2. Place checkmarks in the checkboxes next to the schools to which you are applying.
3. Click **Move to Application List**.
The Move to College Applications, Step 1: Add Application/s displays.
4. Use the drop-down menus to select the accurate responses.
5. If you have already sent in your application, select the checkbox labeled **I've already sent my application**. If not, leave it unchecked.
6. Click **Add Applications**.

College	Delivery Type	Added By	Expected Difficulty*
<input checked="" type="checkbox"/> The University of Akron		Student	N/A

Other Application Information

Letters of Recommendation

Request new and keep track of letter of recommendation requests from [Colleges](#) > [Apply to College](#) > [Letters of Recommendation](#).

When adding a request, select a teacher to write the recommendation, a specific or all colleges from your [Colleges I'm Applying To](#) list, and any notes to share with your teacher. The Guidance Office suggests that you select **"ALL"** colleges when adding a teacher request.

College Events

Browse for and sign up for college events ([College Home](#) > [Apply to College](#) > [College Events](#)). Use filtering, searching, and sorting features to find events. Use [More Options](#) for additional search criteria.

Use the [Show Me](#) drop-down to locate events that you are signed up for.

Event Date	College Name
Sun, May 06 10:00 AM EDT	Kean University Undergraduate Open House Union, NJ
Tue, May 08 3:00 PM EDT	Dunwoody College of Technology Dunwoody College Open House Minneapolis, MN

Test Scores

View key test scores ([College Home](#) > [Apply to College](#) > [Test Scores](#)) such as ACT and SAT.