

# TJHS Naviance Student College Application Process

All students must complete a general transcript release form and return it to the Counseling Office before anything is able to be sent to colleges. A parent signature is required for any student under the age of 18. This form can be found in the High School Counseling Office or on the district website.

Students may obtain an unofficial copy of their high school transcript from the Counseling Office which will include their grades and cumulative GPA - information often requested on college applications. Any student submitting a Self-Reported Academic Record (SRAR) must submit grades exactly as they are on their transcript (both Pitt and Penn State require a SRAR).

All students will apply to colleges using either:

- The college's website (Direct to Institution)
- Common Application
- Coalition Application

When you apply, you will be required to pay an application fee. Some colleges may waive application fees for students who visit the school. If you receive free/reduced lunch, you are eligible for SAT/ACT and College Application fee waivers.

Official transcripts and letters of recommendation will be submitted electronically through Naviance, so all students must use Naviance to keep track of all of their college applications. Naviance will also help students keep track of their application deadlines!

We do list SAT/ACT scores on our high school transcripts to send to colleges; however, many colleges require that scores are sent directly from the testing agency. For those schools, students must log into their College Board or ACT accounts to have scores sent. Students may request to have SAT/ACT scores removed from their transcripts.

Pay attention to deadlines! It is important to apply early to ensure that you have the best chance of getting into your top choice of schools!

*Not sure where to start or need assistance? See your counselor!!*

## Steps to Apply

1. Before requesting transcripts or letters of recommendation, you should complete your college applications through one of these methods:

- Common Application - [commonapp.org](https://commonapp.org)
- Coalition for Access, Affordability, and Success - [mycoalition.org](https://mycoalition.org)
- The college's website: Go to the college's website and complete their application online. Applications can usually be found on the Admissions page.

(You may need the Thomas Jefferson High School CEEB code: 390655)

2. Go to your Clever portal and log into your Naviance account.
3. Click on the "colleges I'm applying to" link under the "Favorites" section on your homescreen.
4. Click on pink plus sign in the upper right hand part of your screen to add a school and request a transcript.
5. If you are using the Common Application, follow these steps to match your accounts before proceeding. If you are using any other method or have already matched your Common Application account, skip to step 6.

If you are applying to colleges/universities using the Common Application, follow these steps to link your Common Application with Naviance. **This must be completed in order for transcripts and letters of recommendation to be sent.**

1. Go to your Clever portal and log into your Naviance account.
2. Click on the "colleges I'm applying to" link under the "Favorites" section on your homescreen.
3. In the pink box at the top of the screen click "match accounts".
4. Read the posted information, scroll to the bottom of the page to enter your email address. Then, click "match accounts".

If your Common Application account and Naviance account do not “match” -

1. An explanation for the unsuccessful match should be given in the “Common App Account Matching” box
2. If it says you need to complete the FERPA”

1. Login to your Common Application account
2. Click on “My Colleges”
3. Choose one of the colleges you plan to apply to
4. Click on “Recommenders & FERPA”
5. You must complete all of the questions in the “education” section
6. Click on the link to complete the FERPA waiver
7. Agree to the terms to waive your right to view letters of recommendation
8. Return to your Naviance account and repeat the steps listed above

6. Type in the name of the college or university you would like to add. After finding the college or university, select how you will submit your application using the dropdown menu. Your options will be “Direct to Institution” or “Common Application” (if you have matched your accounts).
  - Click “add and request transcript” in the teal box.
  - Choose the type of transcript you are requesting:

Initial - The first transcript sent to a college/university. This is the most common option.

Midyear - The transcript with quarter 1 and quarter 2 grades, usually sent as a requirement of the application process outlined by that specific school. This transcript is not sent until after Q2 grades are final.

Final - The transcript that is sent after graduation, and only to the school you will be attending.

\*\*For each school that you request a transcript for, you MUST complete a transcript request form and turn it into Mrs. Hornyak before it is able to be sent.