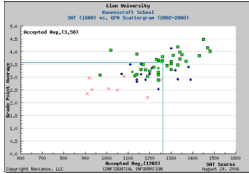


## The Application Process

The student meets with his/her guidance counselor to discuss, enter and/or review college data in the student's Naviance® account. It is in Naviance® where students/parents can monitor/track the progress of all prospective college activity.



A) Student *must* submit the following with the *first* application:

1. Senior Questionnaire-complete all pages online found in Naviance® (if not already turned in)
2. Transcript Acknowledgement.

B) Student *must* submit the following with the *first* and *successive* application:

1. High school transcript request card –obtained and prepared with guidance counselor.
2. Application or school report form signed by student (only if non-EDOC college).
3. A check payable to the college in the proper amount (if applicable).
4. A stamped, addressed envelope for any non-EDOC college application with at least **five** stamps and your name in the upper left hand corner of the envelope (see instructions under “Envelopes”).

## The Common Application

([www.commonapp.org](http://www.commonapp.org))

The student is responsible for creating his/her account and sending the application and supplements. We will complete the School Report Form electronically through Naviance.

- EDOC Colleges – Northern Valley counselor will prepare a letter of recommendation and send electronically with transcript, and school profile.

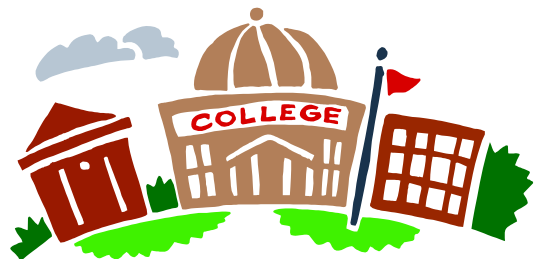
For applications *other* than the Common Application and EDOC Colleges, that have a separate school supplement form, the student would need to give to the counselor the supplement page to be sent with transcript and school information by mail.

Students must still see their guidance counselor upon filing *any* application to complete the process. A student's transcript will *not* be sent otherwise. An application is not considered complete until your transcript is sent.

## Teacher Recommendations

All teacher recommendations are requested *by the student*. Student should request a recommendation, electronically via Naviance. Teachers require **15** working days to write a recommendation and upload letter to Naviance.

- If teacher is participating with Naviance, only supply a stamped, addressed envelope to colleges requiring mail-in applications.



**Envelopes**

A 9x12 self-sealing envelope is recommended. Unless tapes, slides, videos, etc. are being included with application a larger size would be necessary.

|                  |          |
|------------------|----------|
| Student name     | 5 stamps |
| College Name     |          |
| Address          |          |
| City, State, Zip |          |

**Test Scores**

[www.collegeboard.com](http://www.collegeboard.com)  
[www.act.org](http://www.act.org)

Test scores are not on the student's transcript. Depending on the test you have taken, i.e. SAT, ACT they will need to be sent to your colleges directly, by you, for a fee per college. Allow enough time, so that the application decision is not delayed.

**Mid-Year Grades**

A Mid-Year report is sent upon student request ONLY! For non-EDOCs colleges a stamped business envelope addressed to the college must be provided.

**Deadlines**

Fifteen (15) working days are needed to process an application.

1. Applications with a January 1, 2018 deadline must be turned in to your guidance counselor by December 1, 2017.

**Final Transcript**

A Final Transcript is sent electronically to the Common Application and EDOC Colleges after the student has completed their NV-Senior Exit Survey in Naviance. For colleges/universities not participating in our electronic system, you will need to supply a stamped, addressed envelope.

**Class of 2018**

**DEADLINE DATES  
TO REMEMBER**

| <u>College<br/>Deadline</u> | <u>Due in<br/>Guidance</u> |
|-----------------------------|----------------------------|
| <b>November 1</b>           | <b>October 11</b>          |
| <b>November 15</b>          | <b>October 23</b>          |
| <b>December 1</b>           | <b>November 6</b>          |
| <b>December 15</b>          | <b>November 22</b>         |
| <b>January 1</b>            | <b>December 1</b>          |
| <b>January 15</b>           | <b>December 15</b>         |

**15 school days are needed to process an application.**

 **Deadlines are the student's responsibility.**

