	HIGH SCHOOL EAST This form must be complete	COUNSELING CENT ed in full for every college the student to ensure	FER COLLEGE AP application submitte that the information i	PLICATION P d for processing is accurate!	ROCESSI g. It is the re	ING FORM esponsibility	HS EA of CEEB C 332-4	AST ODE: 193
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	Deadline for submitting this form to Guidance Office: College Application Deadline:							
	Don't Procrastinate!	October 1 <sup>st</sup>		October 15 <sup>th</sup> (Priority Deadline)				
		October 15 <sup>th</sup>		November 1 <sup>st</sup> (Early Decision/Farly Action)				
		November 1 <sup>st</sup>		November 15 <sup>th</sup>				
		December 10 <sup>th</sup>	lanuary 1s					
				Rolling Ad	Imission	s College		$\leftarrow$
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Student's Name: Counselor's Name:								
	Specific Name of College/L	Jniversity:		1	<u> </u>	$\leftrightarrow$	<del>()       ()                           </del>	
				4	$\mathbf{O}$		•	
Check the Appropriate Type & Deadline Date of the Application Below								
Early Decision:** Application Deadline Date:								
							Counselor. Y	'ou
	musi	t provide a signed hard	/paper copy of the E	Early Decision	Agreemen	t to the Guid	lance Departr	nent.
	Priority Deadline:	Check Here: Deadline Dat	e: Regular	Decision Dear	Whe:	Check Here:	Deadline Date:	
	Early Action Deadline:	Check Here: Deadline Dat				Check Here:	Deadline Date:	
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## STUDENT INSTRUCTIONS FOR NAVIANCE & COMMON APPLICATION 2018-2019

## Step #1: Create a Common Application account at: www.commonapp.org

- When creating a CA account you must add at least one college!
- Electronically sign the "CA FERPA Waiver & Authorization" on Common Application
- Complete the application entirely and submit the application
- Print the page confirming your application was submitted (NOT payment receipt!)

## Step #2: Log-in to your Naviance account @ https://student.naviance.com/hhhhse

- Go to Naviance Student to MATCH your Common Application with your Naviance account
- Click "Colleges" Click "Colleges I'm Applying To" Click "Match Accounts"
- Enter your e-mail address used to create your Common Application account (make sure your data of birth is correct) then Click "Match"



<u>Step #3</u>: Once you actually apply and have submitted your application to the college:

- <u>Print</u> the CONFIRMATION EMARY orifying the application values submitted (NOT proof of payment receipt!)
- Complete a blue College A clication Processing (SAP) Form (available in the Guidance Office)
- Staple the printed CONTRUATION WAIL to the CAP form and submit BOTH to the Guidance Office

DO NOT Invite Teachers to Post Their Recommendation on the <u>Common Application</u>. (THIS IS FOR NAVIANCE ONLY.)

## Requesting Teacher Recommendations mrough Naviance:

Students must "invite" teachers to write and post letters of recommendation to Naviance

- Please note that your sincura select the teachers in PRIORITY ORDER
  - Log-in to "Naviance Student"
  - Click on "Olleges" (Invited to fight of screen); Click on "Colleges I'm Thinking About"
  - On the left side of the page, click on "Letters of Recommendation" and click the blue "Add Request" button. You will then be prompted to indicate:
  - "Who would you like to write this recommendation?" (Select the teacher from the drop down menu)
  - "Select Which College This Request Is For". Select "<u>All</u> current and future colleges I add to my "Colleges I'm Applying To' list" (You may want to add a brief "thank you" or personal note to the teacher.)
  - Scroll to the bottom & click "Submit Request" (You will see a green note on top stating that you have successfully submitted your request.)

Again – <u>DO NOT</u> invite teachers to post their recommendations on the <u>Common Application</u>! When submitting Blue Forms – you <u>MUST</u> attach an e-mail <u>'confirmation of application</u> <u>submission</u>'– <u>NOT</u> payment confirmation!