

## College Application Process Steps:

**Class Size: 297**

**Grading Scale: 4.0 (weighted & unweighted)**

**PHS CEEB CODE: 210825**

1. Finalize your list of “Colleges I’m Thinking About” in Naviance and move only colleges applying to to the list of “Colleges I’m Applying To.” Note “delivery type” and “deadline date” of application.
2. Add your schools to Common App, complete Education section, & then complete FERPA waiver ([explanation link](#))
3. Match Common App. to Naviance through “Colleges I’m Applying To” (You will need your Common App email & password.)

*Video directions:* [www.screencast.com/t/wJlv73VNdeA](http://www.screencast.com/t/wJlv73VNdeA)

UMD College Park uses either the Common App. or the Coalition App. Click [here](#) for admissions.

4. Request letters of recommendation from teacher(s). After teacher(s) have agreed to your request, add the request in Naviance under Colleges tab, “Letters of Recommendation.” You must decide which colleges will receive each teacher’s letter (i.e. all colleges or specific colleges) depending on the number of recommendations each college requires. You may want to type a thank-you note in the message box.

*Video directions:* [naviancevideo.wpengine.com/letter-of-recommendation-requests/](http://naviancevideo.wpengine.com/letter-of-recommendation-requests/)

5. Schedule a meeting with Mrs. Hornburg via email at [Susan\\_A\\_Hornburg@mcpsmd.org](mailto:Susan_A_Hornburg@mcpsmd.org) at least 4 weeks before the college deadline. Bring your Transcript Request and Release Authorization forms to the meeting. (This will allow time for your counselor to write his/her letter of recommendation for you.)

Processing Timeline		Processing Timeline	
Due to Registrar	College Deadline	Due to Registrar	College Deadline
Sept. 24	Oct. 15	Nov. 29	Jan 1
Oct. 1	Nov. 1	Dec. 15	Jan. 15
Oct. 15	Nov. 15	Jan. 3	Feb. 1
Nov. 1	Dec. 1	Jan. 14	Feb. 15
Nov. 15	Dec. 15	Feb. 1	Mar. 1

6. Request standardized test scores (SAT, SAT Subject Tests, ACT) to be sent to your colleges directly from the testing companies if the school requires official scores. These scores can take up to 6 weeks for colleges to receive them. **Due to COVID the requirements might have changed for each university.**

College Board (SAT & AP): [www.collegeboard.org](http://www.collegeboard.org)

ACT: [www.act.org](http://www.act.org)

7. Complete & submit applications by the deadline found in the chart above!
8. Submit FAFSA @ [studentaid.gov](http://studentaid.gov) by March 1; opens Oct. 1

9. Scholarship information can be found on our College & Career Center [website](#), [Naviance](#), and the individual universities' websites.

**\*\*Make sure all colleges/universities you are applying to are in “Colleges I’m Applying to” in Naviance\*\***

### **Submitted by you**

- The College Application
- Standardized Test Scores (SAT, SAT Subject Tests, ACT) through the testing companies

### **Submitted by your counselor and registrar (through Naviance)**

- Transcript (Initial, Mid, and Final)
- Secondary School Report
- School Profile
- Counselor Recommendation

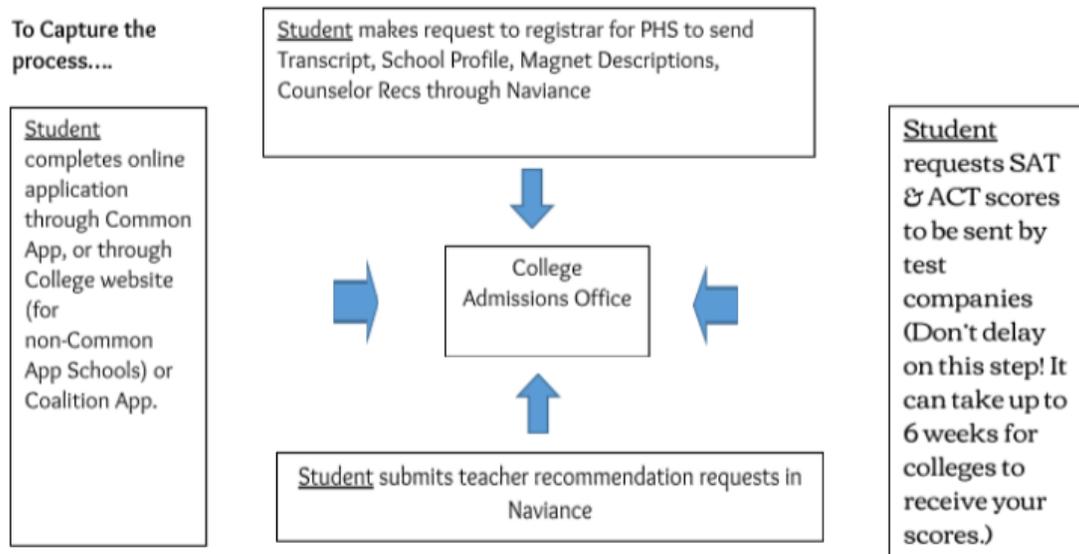
### **Submitted by your teachers (through Naviance)**

- Teacher Recommendation

### **Other Important Information:**

Make sure all of the colleges/universities you are applying to are in “Colleges I’m Applying to” in Naviance.

Final Transcripts: PHS will send your final transcript to your “attending” college when transcripts are released by MCPS, in mid-July. Transcripts will also be sent to NCAA if you are registered with NCAA.



**Please allow plenty of time as systems can crash!**