

NORTHWEST HIGH SCHOOL COLLEGE APPLICATION PROCESS FOR SENIORS

IMPORTANT PHONE NUMBERS: COUNSELING OFFICE (301) 601-4642 | REGISTRAR'S OFFICE (301) 601-4623




CEEB CODE 210-589

COLLEGE BOARD: WWW.COLLEGEBOARD.ORG | ACT: WWW.ACTSTUDENT.ORG

BEGIN THIS PROCESS AFTER AUGUST 1

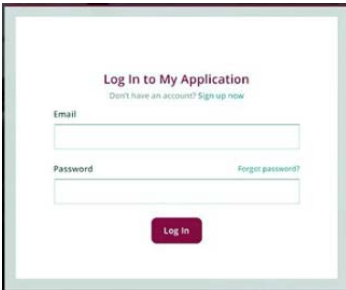
TO BEGIN THE APPLICATION PROCESS:

DETERMINE HOW YOU ARE APPLYING TO COLLEGE AND ACCESS COLLEGE APPLICATIONS:

- **Online using the Common App** – Naviance | Student Delivery Type 
- **Online using the college website** – Naviance | Student Delivery Type 
- **By Mail** – Naviance | Student Delivery Type  **Please note:** Your college application may be submitted online even if the noted delivery type is by mail. Your supporting application documents must be submitted to the college by mail.
- **If your college uses the Coalition App**, follow the college instructions to apply. Work with your counselor and the Registrar's Office for sending school supporting documents.

REQUEST TRANSCRIPT ● REQUEST RECOMMENDATIONS face to face and electronically in Naviance | Student (See Side Two)

APPLYING TO COLLEGE USING THE COMMON APPLICATION SYSTEM:



STEP ONE: Open a web browser and go to **commonapp.org**

STEP TWO: Create An Account or Sign In - **COMMON APP ACCOUNT TIP:** Your name and date of birth in your Common App Account **MUST EXACTLY MATCH** your name and date of birth in the Naviance | Student System!

STEP THREE: Complete the following tasks in Common App.

- **Complete** the School segment in the Education section → Common App tab.
- **Add** at least one college to your My Colleges list by searching for colleges and universities under College Search.

- **Read and sign** the FERPA Release Authorization in the Recommenders & FERPA section of the My Colleges tab.

THE COMMON APP WILL ELECTRONICALLY TRANSMIT YOUR FERPA WAIVER RELEASE INFORMATION TO YOUR NAVIANCE | Student ACCOUNT WHICH WILL ALLOW YOUR HIGH SCHOOL TO SEND TO YOUR COMMON APP SCHOOLS THE REQUIRED SCHOOL DOCUMENTS SUPPORTING YOUR COLLEGE APPLICATION (E.G., TRANSCRIPT, RECOMMENDATIONS AND SCHOOL REPORTS).

STEP FOUR: **Matching** the Common App Account to Naviance | Student.

- **Sign in** to Naviance | Student @ <http://connection.naviance.com/northwest> (Do Not Google)
- **Click** on Colleges
- **Click** on the Colleges I'm Applying To
- Look for the pink Common App Matching banner. **Click MATCH ACCOUNTS.** Enter the email and date of birth used to create your Common app account. **Click MATCH ACCOUNTS.**

ALL OF THE ABOVE STEPS ARE ALSO PROVIDED IN THE COMMON APP MATCHING TUTORIAL. VIEW THE TUTORIAL IN YOUR Naviance | Student ACCOUNT FROM THE WELCOME SCREEN → READ MORE.

APPLYING TO COLLEGE ONLINE OR BY MAIL:

Access and complete the college application from the college website. *If applications are required to be submitted by mail, download the PDF, complete the application and mail directly to the college.* Add the college to your Naviance | Student colleges list. **Complete** the College Transcript Request Form. **Request Recommendations.** SEE SIDE TWO FOR INSTRUCTIONS ON TRANSCRIPT REQUESTS AND RECOMMENDATION SUBMITS BY MAIL.

REQUEST TRANSCRIPTS THROUGH OUR REGISTRAR'S OFFICE:

- **Return** the completed and signed **College Transcript Form with Release Authorization** along with fees to the Registrar's Office – before school, during lunch or after school – see chart on reverse side.
- **If applying to college by US Mail, make sure you submit a 9 x 12 envelope**, addressed to the college with postage but **NO RETURN ADDRESS** – see sample on reverse side.

SEND COLLEGE TEST SCORES TO COLLEGES AND UNIVERSITIES:

Request SAT, ACT and/or TOEFL scores be sent directly from your college testing accounts to each college you are applying to.

REQUEST LETTERS OF RECOMMENDATION FROM COUNSELORS AND TEACHERS:

- **Complete** the **Northwest Brag Sheet/Self Evaluation for Recommendations** available as a survey in Naviance | *Student* → About Me → My Surveys
→ a version of the Brag Sheet/Self Evaluation is also available to download from the school website @ <http://www.montgomeryschoolsmd.org/schools/northwesths/counseling>
- **Ask** your counselor and/or teacher if they would write a letter of recommendation on your behalf. Submit an official request using Naviance | *Student*. Make sure your counselor and/or teacher have a copy of your Northwest Brag Sheet/Self Evaluation Form. Allow 3 weeks for recommendations to be completed.
- If you are applying to a school that does not support an electronic transition of documents, you will need to provide teachers with addressed stamped envelopes for each school.

TRANSCRIPT & COUNSELOR RECOMMENDATION PROCESSING:

Your **TRANSCRIPT PACKAGE** must be sent from Northwest High School directly to the college admissions office (electronically or by US mail). **The transcript package includes:** 1) your official transcript, 2) NW Secondary School Report Form; 3) Counselor Letter of Recommendation; and 4) Northwest High School Profile.

Your **COLLEGE TRANSCRIPT REQUEST FORM WITH RELEASE AUTHORIZATION** along with necessary fees **MUST** be received in the Registrar's Office by the deadlines below:

REGISTRAR'S OFFICE DEADLINES & FEES:

TRANSCRIPT FEES MUST BE PAID AT THE TIME OF THE REQUEST. REQUEST 1-3 ARE FREE. REQUESTS 4+ ARE \$3

<u>College Deadline</u>	<u>Transcript Request Due By:</u>	<u>College Deadline</u>	<u>Transcript Request Due By:</u>
November 1	October 6	February 1	January 6
December 1	November 7	February 15	January 25
January 1	December 2	March 1	February 8
January 15	December 15		

IF YOU ARE APPLYING TO A COLLEGE THAT REQUESTS SCHOOL DOCUMENTS BY MAIL:

You must **submit a 9 x 12 envelope**, addressed to the college with postage but **NO RETURN ADDRESS**.

STUDENT NAME (NO RETURN ADDRESS) HERE: →

University of Richmond
Office of Undergraduate Admissions
111 College Way, Suite 200
Richmond, VA 11122

← **3 STAMPS**

ADMISSIONS OFFICE ADDRESS HERE: →

IMPORTANT INFORMATION:

- **Do not put your return address on anything the school is mailing.**
- **THE FINAL TRANSCRIPT:** Please complete a **FINAL TRANSCRIPT REQUEST FORM** and return it to the Registrar's Office before graduation. Forms will be available to download on the web and in the Counseling Office after January 1.
- **NCAA CLEARINGHOUSE** also needs a transcript if you plan to play sports in college. No envelope is needed.