

College Application & Naviance Student Procedures

There are different methods of submitting applications when applying to college:

- Some schools prefer to use their own applications. If you are applying to these schools, visit their website to complete the application.
 - Some schools use the Common Application (which will save time if applying to multiple schools using this process).
1. Complete and submit the college application on the college website or Common App website.
 2. On the Naviance Student home page, select **Colleges I am Applying to** under My Favorites
 3. Add the college(s) to which you are applying to in **Colleges I Am Applying To**.
 - Common Application (not the UW System application) – you will need to click on the pink area titled Match Accounts. You will need to use your same email that was used when you established your Common Application account.
 - IF NOT using the Common Application, click **on the pink circle/plus sign** and add schools to the list (be sure to scroll down and click the **Add Colleges** button.) See Mrs. Rieck or your counselor if you need assistance accessing your account.
 4. Once you have decided to apply to a college, you need to complete the other side of this form and turn it in to Mrs. Rieck in the counseling office.
 5. When you receive an admission decision (admitted, denied, waitlisted), record them for each college on your **Colleges I am Applying To**.
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Letters of Recommendation:

Many colleges do not require letters of recommendation. If needed, then colleges typically want 1-2 letters:

1. Ask teachers in person first
2. "Request" via Naviance Student.
 - Go to the "**Colleges I am Applying to**" tab, scroll down to the Letters of Recommendation section. Click on "Add Request" and you will be able to request particular teachers.
3. If you are asking someone other than a GHS teacher to write a letter, the letter writer should send the letter electronically to Mrs. Rieck at kriECK@grafton.k12.wi.us