Williamstown High School:
Counseling Department
Senior College Checklist

What steps do I take in order to apply to college?

Make sure you read the front and back of this!

Step 1: Naviance Forms

- Make sure you know your password and can log in.
- Go to the “About Me” tab (top right corner) and complete “Senior Survey”.
- In the same section, complete “Brag Sheet”.
- Hit “Save & Come Back” if you are not done.
- Once you hit “Save & Finish” you cannot make edits.

Step 2: Naviance College Links & Teacher Recommendations

Linking Colleges

- Go to the “Colleges” tab (top right corner)
- Click “Colleges I’m Applying to” section.
- Click the plus sign next to “Add Colleges to the List”
- Select every college you are going to apply to (check the box)
- You must complete these steps in order to send your materials off later; it cannot be done from the counselor side.

Teacher Recommendations

- Ask your teacher in person to write you a letter of recommendation.
- Send a request to your teacher via Naviance.
- Click “Colleges” tab (top right corner).
- Scroll down halfway and click “Letter of Recommendation” on the left hand side.
- Click “Add Request”.
• Click your teacher from the drop down bar, click all current and future colleges to my list.
• Write a thank you and click “submit”.
• Generally, you should ask 2-4 teachers.

**Step 3: Create a Common Application**

• Visit the following website and create a login.
  
  [https://www.commonapp.org/](https://www.commonapp.org/)
• Not all schools take this application you may need to directly apply.
• Check each school’s website to see if you have to apply via their website directly.

**Step 4: Link Common Application to Naviance**

• Log into your Naviance account.
• Click on the “colleges I'm applying to” link under the “Favorites” section on your home screen.
• In the pink box at the top of the screen click “Match Accounts”.
• Read the posted information, scroll to the bottom of the page to enter your email address. Then, click “Match Accounts”.
• Visit this link for a walkthrough: [http://www.screencast.com/t/gxEQkElyo1](http://www.screencast.com/t/gxEQkElyo1)

**Step 5: Send SAT/ACT Scores to your potential schools**

• You must log into College Board and have your scores sent directly to the schools you are applying to.
• Our office cannot do this for you.
• The first four schools will be free when you sign up for the actual test.
• There will be a fee via College Board for more schools to receive your scores.

**Step 6: Fill out a PINK SHEET (Transcript Request Form) in our School Counseling office.**

• You will need to fill this form out carefully!
• You will need to complete 1 pink form for each of the schools you are applying to.
• No official documents (transcripts etc.) will be sent out without this form being submitted.
• It must be turned in TWO WEEKS PRIOR to the school’s deadline.
• Make sure your deadline is correct; we will not be double checking it.
• Stamp the pink sheet with the time and date before putting it in your counselor’s mailbox.