

THE COLLEGE APPLICATION PROCESS

Olmsted Falls High School

Step 1: Login to your Naviance Account

- Click on the “Naviance Student and Parent Login” on the high school homepage
- **Login:** First initial, last name **Password:** Student ID Number
Trouble logging in? Contact Mrs. Caldron at acaldron@ofcs.net

Step 2: Update your “Colleges I am Applying to” list in your Naviance account

- Click on the Colleges Tab
- Click on the “Colleges I’m Applying To” link
- Click the “+ add to the list” link
- Select the College Name from the college picker or search for school by name
- Click “Add Colleges”
- Select the type of application decision you are applying for Ex: Early Decision, Early Action, Regular, etc.
- Click on the college profile to identify the application and transcript delivery method for each college



= Common Application



= Electronic Submission



= US Mail

Step 3: Logout of Naviance. Complete and submit your college applications through the Common Application or a specific college website. If you are applying through the Common Application, see Common Application Instructions below. If not, skip to Step 4.




- **COMMON APPLICATION INSTRUCTIONS**
 - Visit www.commanapp.org
 - Create an account and complete registration process thoroughly
 - Complete the “Education” section
 - In the “Education” section, enter the high school’s CEEB Code: 363940
 - Complete the FERPA Waiver under the “Assign Recommenders” section
 - If prompted to add an email address for your counselor please enter Mrs. Caldron’s email at acaldron@ofcs.net
 - Login to Naviance and Link your Common Application account to Naviance
 - Click on the Colleges Tab
 - Click on “Colleges I’m Applying To”
 - In the Common App Matching box, enter the email address you used on Common App and your date of birth
 - Click “Match”

*** The match ensures Common Application and Naviance are linked and will transmit your application information and teacher recommendations to your selected colleges***

Step 4: If teacher recommendations are required for your application, complete the following steps. If no teacher recommendation is needed for your application, skip to Step 5.

- Verbally request a teacher recommendation and if necessary provide the teacher with a teacher recommendation form (found in the Guidance Office or on the Counselor Corner website)
- Login to your Naviance account and send the teacher an electronic request
 - Click the Colleges Tab
 - Click “Colleges I’m applying to” and scroll down to “Teacher Recommendations”

- Click “add/cancel request” and select your teacher’s name from the drop down box. You may select up to 5 teachers, but you may not need that many letters of recommendation for your college. Next to each teacher’s name is a box to write your teacher a note. **Let your teacher know if this letter is going to a specific college or if it is okay to send this letter to all schools you are applying to. If you do not specify, the teacher will assume the letter of recommendation goes to ALL colleges you are applying to.**
- Naviance will email your teacher a request to upload their letter to your Naviance account.
- If the college only accepts letters of recommendation and/or transcripts via  US Mail, please notify your teacher so they may provide you with a paper copy of your recommendation.
- **Allow at least 2 weeks for a recommender to write a letter of recommendation**

Step 5: Request Your Transcript Sent to the College

- Complete your College/Scholarship Application Coversheet (cover sheets are found in the guidance office and/or on the counselor’s corner website)
- Return the signed coversheet (parent signature if under 18 years old) to the guidance office along with any documents that will be sent with your transcript. Documents can include:
 - Paper letters of recommendation
 - Supplemental forms requested by the specific college
- **Applications will be processed within 5 business days of submitting your coversheet**

BE MINDFUL OF YOUR APPLICATION DEADLINES AND PLAN ACCORDINGLY

8/27/15