

NORTHWEST HIGH SCHOOL COLLEGE APPLICATION PROCESS FOR SENIORS

IMPORTANT PHONE NUMBERS: COUNSELING OFFICE (240) 740-7080 | REGISTRAR'S OFFICE (240) 740-7095

CEEB CODE 210-589

COLLEGE BOARD: [WWW.COLLEGEBOARD.ORG](http://www.collegeboard.org) | ACT: [WWW.ACTSTUDENT.ORG](http://www.actstudent.org)

Begin
this
process
after
August 1

Access Naviance | Student @ <http://connection.naviance.com/northwest>
or using your mcpsmd.net account find the Naviance badge using the Google Apps:



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 or Coalition** – 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(s) (See Side Two) ● **REQUEST RECOMMENDATION(s)** face to face and electronically in Naviance | Student (See Side Two of this Guide)



APPLYING TO COLLEGE USING THE COMMON APPLICATION SYSTEM:

- Go to www.commonapp.org
- Select **Start your application**
- Select **First year student** and follow the screen prompts
- Review the Dashboard (Your CAID# is listed in the upper right corner)
- Go to the Common App tab and complete your profile.
- Go to the College Search tab and add at least one college
- Go to My Colleges and review information (and add additional colleges to your list)
- Complete the FERPA Release Authorization (My Colleges tab → under Application → Recommenders and FERPA)
- Review the Recommenders and FERPA information

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).

Connect the Common App Account to Naviance | Student (**Match Accounts**):

Match Accounts

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

- **Sign in** to Naviance | Student @ <http://connection.naviance.com/northwest> (Do Not Google)
- Select **College** on the search bar → **Click** on Colleges I'm Applying To
- Look for the pink Common App Matching banner. **Click MATCH ACCOUNTS.**
- Back in Common App, log into your Common App Account and Select Connect!

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 Release of Records & Early Decision Acknowledgement Form and the College Transcript Request Form. Request Recommendations. SEE SIDE TWO FOR INSTRUCTIONS ON TRANSCRIPT REQUESTS AND RECOMMENDATION SUBMITS BY MAIL.*

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 → Surveys from your school → Brag Sheet Survey

PLEASE NOTE: IF YOU NEED TO UPDATE YOUR BRAG SHEET AFTER SUBMISSION, PLEASE CONTACT YOUR COUNSELOR OR EMAIL THE COLLEGE CAREER INFORMATION CENTER (ROCHELLE_DAVIS@MCPSMD.ORG)!

- **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.

[transcript]

REQUEST TRANSCRIPTS ONLINE FOR PROCESSING THROUGH THE REGISTRAR'S OFFICE:

www.montgomeryschoolsmd.org/schools/northwesths/counseling

→ Counseling Quick Links

→ College Information → Transcript Requests

- **Submit the Release of Records & Early Decision Acknowledgement Form and the Transcript Request Google Form** prior to the deadline dates (*see chart below*).

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 **RELEASE OF RECORDS & EARLY DECISION ACKNOWLEDGEMENT FORM AND THE TRANSCRIPT REQUEST GOOGLE FORM** **MUST** be submitted using the online Google Form prior to the deadlines below:

REGISTRAR'S OFFICE DEADLINES:

<u>College Deadline</u>	<u>Deadline to Submit Transcript Request:</u>
October 15	September 24
November 1	October 11
November 15	October 25
November 30 / December 1	November 10
December 15	November 22
January 1	December 11
January 15	December 20

IMPORTANT INFORMATION:

- **THE FINAL TRANSCRIPT:** Please complete a **FINAL TRANSCRIPT REQUEST FORM** and submit it to the Registrar's Office before graduation. Forms will be available to download on the counseling web page after January 1.
- **NCAA CLEARINGHOUSE** also needs a final transcript if you plan to play sports in college. Once you are registered with the Clearinghouse, transcripts are sent automatically from your school. There is no need for a separate request.