

The “No Grief” Application Process

Follow this schedule and you should be able to meet any November 30 or later deadline.

❑ Fall Senior Year

- Determine if any of your colleges of interest require teacher/counselor recommendations and if they do, identify 2 teachers to write recommendation letters. Be sure to contact teachers and counselors for recommendations no later than **4 weeks prior to their due date**.
- Complete **Recommendation Letter: Parent and Student Questionnaires** on Naviance
- Pick up the **Letter of Recommendation Packet** from the Counseling Office.
- In Naviance, complete the **Waiver form for Common Application (FERPA)**.
- Give “**Teacher Feedback Form for the Counselor**” (part of packet) to 2 teachers.
- Finalize list of “**Colleges I’m Applying To**” in Naviance.
- Update and complete your **resume** in Naviance.
- Make appointment to meet with your counselor at least 4 weeks before your earliest application deadline. Don’t count days when school is closed, holidays, etc. For example, if you have a January 1 deadline, you should meet with your counselor by mid-November. **Be sure you have your resume, questionnaires, and Letter of Recommendation Packet complete before your appointment. *****
- Start your Common Application online (www.commonapp.org)
- Start your other colleges’ applications (online if available)
- Begin essays (in Word, to be pasted into applications) and supplements (for Common Application)

❑ 2 weeks before application deadline

- Complete applications and submit through Naviance
- Request transcripts through Naviance (only once)
- Order test score reports sent to colleges. **SAT** – www.collegeboard.org **ACT** – www.act.org
- Begin CSS Profile if required by any of your colleges

❑ 1 week before application deadline

- Check status on Naviance to be sure items were successfully sent (if not yet sent, keep checking, and troubleshoot if necessary)

❑ After submitting your applications, continue to

- Watch your email (and snail mail) for messages from colleges & Wilson
- Watch for messages on Naviance (Home Page, Inbox)

❑ 2 weeks after application deadline

- Check status with each college to be sure items arrived and your application is complete

❑ 2 weeks after end of grading period

- Check to see that 7th Semester Transcript has been sent to your college (this is called the Midyear Report on the Common Application); use your personal online account at the college to check this.

❑ **Acceptance Notification from Colleges**

- When you receive notification from your colleges of acceptance status, post to Naviance

❑ **Your Final Decision**

- Enter into Naviance the college you will be attending

❑ **Final Report, Final Transcript**

- Automatically sent to the college you indicate you are attending. Check your college online account status to be sure they have been received (if they require it).

Always be vigilant about the status of your applications. Check regularly and fix any problems with submission of materials from Wilson. Typically the process runs smoothly, but there is an occasional snag.

*****If you apply to additional colleges after meeting w/your counselor, you MUST notify your counselor so recommendations and transcripts will be sent.**