

College Application Quick Reference 2024-2025

The self-reported academic record (SRAR): this feature allows students to self-report their high school grades and other academic information.

Not all colleges and universities use the SRAR.

If a college/university requires you to submit the SRAR, the counseling office does NOT send initial transcripts.

If you are submitting the Common Application for Penn State and University of Pittsburgh, you must submit your application first. The schools will send you an email to complete your SRAR – CHECK YOUR SPAM/JUNK FOLDERS.

Requesting Transcripts from the Colleges I'm Applying To List:

1. If you have already sent in your application, select the checkbox labeled **I've already sent my application**. If not, leave it unchecked.
2. From Colleges I'm Applying To, click **Request Transcripts**.
3. Use the checkboxes and drop-downs to answer the transcript-related questions.
 - a. Click Initial Transcript check box
 - b. Do not click any box for test scores – we do not send them
4. Then click **Request and Finish**.

ADDING COLLEGES & REQUESTING TRANSCRIPTS

From Colleges I'm Applying To

1. Click the **Add** button (+ sign).
- The Add New College Application, Step 1 Add Application displays.
2. From **Which college are you applying to?** Use the drop-down or type the name of the desired college and select from the matches.

3. From **App Type** click the drop-down to identify your answer.

4. From **I'll submit my application?** Click the drop-down to identify your answer.

5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.

From Colleges I'm Thinking About

1. From Naviance Student, navigate to **Colleges > Colleges I'm Thinking About**.

2. Place checkmarks in the checkboxes next to the schools to which you are applying.

+ Add Colleges to List			
1 selected		UPDATE INTEREST	MOVE TO APPLICATION LIST
College	Delivery Type	Added By	Expected Difficulty*
<input checked="" type="checkbox"/> The University of Akron		Student	N/A

3. Click **Move to Application List**. (Move to College Applications, Step 1: Add Application's displays.)
4. Use the drop-drop menus to select the accurate responses.
5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.

Quick Reference for CA:

Class Size: 327

DATE OF ENTRY HS: 08/2021

DATE OF GRADUATION: 06/2025

GPA Scale: 4.0

GPA Weighting: Weighted

Class Rank: NONE

Scheduling System: Semester

Matching Common App to Naviance

- From Naviance Student, navigate to **Colleges > Colleges I'm Applying To**.
- Click on: **Match Accounts** to the top right hand corner of your screen.
- Type in your email used for the Common Application system.
- Click on the Submit button.
- If you receive an error message you must ensure you have done the following:
 - Add your school information under education.
 - Add a college to your CA Portal.
 - Complete the FERPA Waiver **under Other Recommenders and FERPA**.

LETTERS OF RECOMMENDATION

Start by researching the number of recommendation(s) needed, if any, by the college or university. Keep in mind that some schools require letters from specific subject area teachers. For example, a math/science major may require one letter from a math and/or one from a science teacher.

Steps (Electronic):

1. If possible, request your letter in person from your teacher and/or counselor. Provide a paper copy resume. ***You MUST use Naviance Student to request letters of recommendation.***
2. From Naviance Student, navigate to **Colleges > Letters of Recommendation** (under Apply to College).
3. **Click on "Add Request"**. From the dropdown menu, find & select the name of the teacher who will be writing your letter. You can choose for them to send their letter to specific colleges or to all present & future colleges you will add.
4. A personal note may be added with additional information or instructions. Please indicate if you are submitting via Common Application.
5. Then, **Click "Submit Request"** to send the request to the teacher. It is a good idea to confirm with your teacher that they received the request through Naviance.
6. Continue to update your teachers and counselors throughout application season to remind them about sending their letters & to let them know if you've added additional colleges to "Colleges I'm Applying To" since your last conversation & would like for them to send their letter to these additional colleges.

PT COUNSELING TEAM

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