

COMMON APP VS NON-COMMON APP PROCESSES

(Click on the hyperlinks for video instructions)

COMMON APP APPLICATIONS

When applying to colleges via Common App, you will need to:

- **Match your Common App** account via your Colleges I'm Applying to page in Naviance Student.
 - After matching, Naviance will automatically add all your Common App schools to your Colleges I'm Applying to page in Naviance Student.

REQUESTING TRANSCRIPTS & LETTERS OF RECOMMENDATION

- Make sure not to request **transcripts** or **letters of recommendation** via Common App. You will request these documents via Naviance Student.

NON - COMMON APP APPLICATIONS

When applying to colleges outside of Common App (college/university portals, Coalition App, Black Common App, etc.), you will need to:

- **Manually add these colleges to your Colleges I'm Applying To List in Naviance Student.**

REQUESTING TRANSCRIPTS & LETTERS OF RECOMMENDATION

- Make any **transcripts** or **letters of recommendation** requests via Naviance Student.

Once you have matched your Common App and/or added your non-Common App applications to your Colleges I'm Applying To list, **make sure you do the following:**

- Choose your **Application Type** (Regular Decision, Early Decision, Early Action) for your counselor to know when documents need to be submitted.
- Be sure to clarify **how you are submitting** your college applications - this is required for schools with this icon.

