STEP-BY-STEP FOUR-YEAR COLLEGE APPLICATION GUIDE BY TYPE

IF YOU ARE APPLYING TO A [CALIFORNIA STATE UNIVERSITY](#) (CSU)

The application period is Oct. 1-Nov. 30, and you <u>DO NOT</u> need letters of recommendation or a personal statement. You must take or have taken the SAT or ACT by December.

1. Log on to [csumentor.org](#) and create an account.
2. Search for colleges based on your criteria and study admission profiles.
3. Complete the campus application with a-g courses using your transcript and 12th grade courses in progress. Enter each final transcript grade as a <u>semester</u> grade.
4. Your CA State ID is in Naviance; your EAP scores (if taken) are on your STAR report. **Only request to mail an official transcript if requested or required by a specific CSU campus.**
5. Submit application by 11/30 and any additional materials as directed by CSU. For <u>SAT</u> scores, use code 3594 via College Board to send to CSU Mentor/all campuses. Send official ACT scores to one CSU, then use CSU Mentor to share with other campuses.
6. Add the CSU schools to the "*Colleges I'm applying to*" list in [Naviance](#).

IF YOU ARE APPLYING TO A [UNIVERSITY OF CALIFORNIA](#) (UC)

The app. submission period is Nov. 1-Nov. 30, and you <u>DO NOT</u> need letters of recommendation. You do need a personal statement, and you must take the SAT or ACT w/Writing by December.

1. On the [UC Undergraduate Admissions](#) site, select "How to Apply to UC."
2. Choose *apply online* to begin and follow all instructions.
3. Complete the application with a-g courses using your transcript and 12th grade courses in progress. Enter each final transcript grade as a <u>semester</u> grade.
4. Submit application by 11/30, and submit any additional materials as directed by UC. **Only request to mail an official transcript if requested or required by a specific UC campus.**
5. Send your test scores directly to each school via *College Board* and/or *ACT*. Sending official SAT or ACT scores to one UC will share with all UC campuses to which you apply.
6. Add the UC schools to the "*Colleges I'm applying to*" list in [Naviance](#).

IF YOU ARE APPLYING TO A SCHOOL VIA THE [COMMON APPLICATION](#)

Application periods vary, so pay attention to each college's specific deadlines. You must take or have taken the SAT or ACT, and in some cases SAT Subject Test(s) are also required or recommended.

1. Register on [CommonApp.org](#) and select your college(s). **You will use the <u>same</u> Common App information to complete the <u>Common App Match</u> in [Naviance](#).**
2. To fill out your application, please review [THIS](#) link in its entirety!
3. Follow the instructions carefully regarding what is required for each college, including any *supplements or additional* school forms. Each Common App college in your Naviance college list will receive a *Secondary School Report*, *Transcript*, *Academic Teacher Evaluation(s)* and a *Mid-Year Report* electronically. **Supplements cannot be sent via Naviance; confirm with each college how to submit these materials.**
4. After you complete your Common Application(s), submit them online. **Your counselor and teacher(s) will submit their materials electronically via Naviance.** You do not need stamped, addressed envelopes for the online Common App. colleges.
5. Send your test scores directly to each college via *College Board and/or ACT.*
6. Send your transcript to all Common App schools by doing [THIS](#).

IF YOU ARE APPLYING TO A NON- CSU, UC, OR COMMON APP SCHOOL:

The application periods vary, so pay attention to each school's specific deadlines. You *may* need letters of recommendation, ACT/ SAT scores and other supplements so check each college's application requirements.

1. Via [Naviance](#) go to the Undergraduate Admission website of each college to which you intend to apply.
2. Follow the instructions carefully and find out exactly what materials you need to complete the application. For NPHS information, refer to [College Application FAQ](#) .
3. BEFORE you complete the application, add all of your non-Common App/UC/CSU schools to your "*colleges I'm applying to*" in Naviance.
4. If the school <u>requires</u> letters of recommendation, request a letter from your teacher(s) and/or counselor and complete the Brag Packet/FERPA by the NPHS deadline. Add your Counselor/Teacher(s) in Recommendations under "*Colleges I'm applying to*" list in Naviance.
5. If the college accepts electronic transcripts via Naviance, use [THIS](#) to have one uploaded. If not, fill out [THIS](#) and include a stamped envelope addressed to the college with no return address.
6. Send your test scores directly to each school via the *College Board* and/or *ACT.*