



SOUTHERN REGIONAL HIGH SCHOOL  
GUIDANCE DEPARTMENT  
600 North Main Street  
Manahawkin, NJ 08050  
(609)597-9481 ext. 4315  
www.srsd.net

## COLLEGE APPLICATION CHECKLIST

### **Phase I: Complete the following forms and submit to the guidance office.**

- Submit the Unofficial Transcript Review form to guidance counselor (one time only).
- Submit the Academic Records Release form to guidance counselor (one time only).

### **Phase II: Complete the following steps for EACH for each individual college.**

- List the college/university in Colleges I'm Applying To in Naviance. Indicate if you are using the Common Application.
- Request letters of recommendation from your teachers IN PERSON. If you are using the Common Application, tell your teachers that they will need to upload a letter AND complete a Common App Teacher Evaluation.
- If your teachers agree to write recommendation letters, add requests in Naviance.
- Write notes to your teachers to thank them for writing letters of recommendation.
- Apply to the college via the online application.
- If you are using the Common Application, follow the directions in Naviance to MATCH your Naviance and Common App accounts (be sure to use your personal email address).
- Send your standardized test scores (SAT and/or ACT) to the college, as needed.
- In Naviance, under the Colleges tab, indicate that you have applied to the college once the application is complete.
- Request a transcript for the college in Naviance.
- Email or meet with your guidance counselor to let him/her know that you have applied. Requests must be no later than 2 weeks prior to the deadline. Requests with January 1<sup>st</sup> deadlines must be completed by December 12<sup>th</sup>.