College Application Reference Sheet

California State University (CSU)
Deadline: 11/30
Your application period is 10/1-11/30 and you do NOT need any letters of recommendation or a personal statement/essay. You must take the SAT or ACT to apply.
1. Log on to CSUmentor.org
2. Using your transcript, enter grades on online application. Do not send transcript unless requested.
3. Official SAT or ACT scores must be sent. Log onto to Collegeboard.com and ACT.org for directions. For SAT scores, use code 3594 to send to all CSU campuses. For ACT, when sent to one school, all have access to it.
4. Enter your college selections in Naviance.

University of California (UC)
Deadline: 11/30
Your application period is the month of November, and you do NOT need any letters of recommendation. You DO need a personal statement/essay. You must take the SAT or ACT to apply.
1. Log onto universityofcalifornia.edu
2. Using your transcript, enter grades on online application. Do not send transcript unless requested.
3. After composing your personal statement in a Word document, copy and paste it into your online application.
4. Official SAT or ACT scores must be sent. You only need to send your score(s) to *one* UC school and all UC's will have access to your score(s). Log onto to Collegeboard.com and ACT.org for directions.
5. Enter your college selections in Naviance.

Common Application Schools
Deadline: Varies
Your application period VARIES GREATLY, so pay attention to deadlines. You DO need letters of recommendation, so a brag packet must be completed through Naviance. You must take the SAT or ACT, and in some cases SAT Subject Tests may be required to apply.
1. Log onto CommonApp.org
2. Select your college(s) and follow instructions EXACTLY.
3. Before you submit your application through CommonApp.org, log onto Naviance and list the college(s) you will be applying to.
4. Download FERPA Agreement on the left side of Naviance. Print form and have your parents and yourself sign it and then submit it to your counselor.
5. Complete the Brag Packet Survey for Counselors and Teachers through Naviance and then request your teachers and counselors through Naviance once completed with packets. Your teachers and counselor will submit their letters of recommendation online through Naviance. You do not need to provide envelopes or stamps.
6. Return to CommonApp.org and submit your application online.
7. If applying to additional schools later, you must email your counselor and teachers to notify them so they can send the required materials.
8. Official SAT or ACT scores must be sent. Log onto to Collegeboard.com and ACT.org for directions.
9. After semester grades are posted in February, you will need to request that a Midyear Report be sent from your counselor by emailing them. This is NOT automatic.

All Other Colleges and Universities
Deadline: Varies
Your application period VARIES GREATLY, so pay attention to deadlines. You MIGHT need letters of recommendation, so a brag packet would need to be completed through Naviance. Test requirements also vary by school.
1. Log onto the admissions websites of the college(s) to which you intend to apply via Naviance.
2. Requirements vary greatly from college to college. Make sure you follow instructions carefully.
3. As long as the college accepts electronic submissions (DocuFide), all school materials (transcript, recommendations) will be sent through Naviance. If your college does not accept electronic submissions, please see your counselor.

** Please remember to update your Naviance account regularly so your counselor can better advise you throughout the college application process and don't forget to notify them if applying to additional schools!