



APPLYING TO COLLEGE

1. Pick up a **Student Profile** and **Parent Brag Sheet** (the “pink sheets”) from the Guidance Office. We will need these to write your letter of recommendation.
2. Log on to Naviance using the website <http://connection.naviance.com/milfordshs>.
 - Students have provided their email address as their login and school ID as a password.
 - Parents are welcome to share their students Naviance account. Please email duffy_c@milfordschools.org to request your login.
3. To investigate colleges, click on the **college** tab in the upper left hand corner of the webpage.
 - Visit the SuperMatch College Search to investigate schools.
 - Click on **colleges I'm applying to** then **add to list** in order to enter the schools to which you are applying. Once you do this, click on the college name. You will be able to look at information about the school such as deadline dates and admission requirements as well as access the schools website directly.
 - Some schools require applicants to use an application provided on the schools' website. Some schools use the **Common Application**. You will need to determine which application you will use. If the school uses the Common App, you are required to link your Common App account to your Naviance account. There is a **match** button under the **colleges I'm applying to** tab that you will use to link Naviance to your Common App account. The Common App can be accessed at www.commonapp.org OR through the quick link on your Naviance home page.
4. Ask one or two teachers who know you well to write a letter of recommendation for you. Some schools require letters of recommendation and others do not. Look online to see what your school requires. Once you have asked the teachers, you must connect them to your Naviance account.
 - Click on the **colleges I'm applying to** link. Scroll down to the bottom of the page and select your teacher in **teacher recommendations**. Please allow several weeks for the letters to be uploaded.
5. Once you have:
 - Officially submitted your application online and paid your application fee (either through the school's website or through the common app) *and*
 - your teachers have uploaded their letters of recommendation *and*
 - your **Student Profile** and **Parent Brag Sheet** have been turned in to Mrs. Duffy, *you can...*
6. Submit a **Transcript Release Form** (available in the Guidance Tower) for **each** school to which you are applying. Be specific on the form as to what you would like to be sent to each school.
 - Please allow two weeks for Guidance to process your paperwork!
 - You **MUST** log into the account the college assigns you once you have applied to ensure all documentation has been received by the college. **Colleges typically take several weeks to download documentation during peak times.**
7. Remember... if you have any concerns, please stop by to see us!