STEP-BY-STEP FOUR-YEAR COLLEGE APPLICATION GUIDE

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

The application period is Oct. 1-Nov. 30, and you DO NOT need letters of recommendation or a personal statement. You must take or have taken the SAT or ACT by November (some CSUs will accept December test scores).

1. Log on to www.2calstate.edu/apply and create an account.
2. Search for colleges based on your criteria and study admission profiles.
3. When you find a match, complete the application with a-g courses by using your transcript and 12th grade courses.
4. Your CA SID is listed in Naviance or at the bottom of your transcript. **Only mail an official transcript if requested or required by a CSU.**
5. Submit application and any additional materials as directed by deadlines. For SAT scores, use code 3594 to send to CSU Mentor/all campuses. Send official ACT scores to 1 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 SCHOOL VIA THE COMMON APPLICATION

The application periods vary, so pay attention to each college's specific deadlines. Letters of recommendation are required for Common Application schools and requests must be made three weeks prior to the December break. Additionally, EA/ED may be due as early as 10/15. 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).
2. BEFORE you complete the application, add all of your Common App colleges to the "colleges I'm applying to" list in Naviance and indicate that you are "Applying via Common App." Match your Common Application with your Naviance account using your Common Application email address.
3. Request letters of recommendation from your teacher(s)/alpha-counselor in person, and complete the Privacy Notice for Common App colleges, Brag Packet, and FERPA in Naviance. Add your Teacher(s) in Recommendations under "Colleges I'm applying to" list in Naviance.
4. 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 list will receive a Secondary School Report, Transcript, Teacher Evaluation(s) and a Mid -Year Report electronically.
5. Once you complete your Common Application(s), submit them online. Your teacher(s)/alpha-counselor will submit their supporting materials electronically via Naviance. You do not need envelopes or stamps when using the online Common App.
6. Send your test scores directly to each college via College Board and/or ACT.

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

The application period is Nov. 1-Nov. 30, and you DO NOT need letters of recommendation. You do need four personal statements and you must take or have taken the SAT or ACT w/ Writing by December. SAT subject tests are not required, but will be considered if submitted (check major req.)

1. On the UC Undergraduate Admissions site, select "Apply to UC" link.
2. Choose apply online, then "Go directly to the application" to begin.
3. Complete the application by using your transcript and 12th grade courses.
4. Submit your application by 11/30, and submit all additional materials as directed. **Only mail an official transcript if requested or required by a specific UC campus.**
5. Send your test scores directly to the UC 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 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 and/or 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. Requirements vary so find out exactly what materials you need to complete the application. Some colleges use paper applications, which will require envelopes and stamps, while other applications are completely online.
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 requires letters of recommendation, request a letter from your teacher(s) and/or counselor and complete the Brag Packet & FERPA by the deadline, 3 weeks prior to the December break. If necessary, provide your teacher(s)/counselor with the appropriate paper forms and a stamped envelope addressed to the college with no return address. Add your Teacher(s) in Recommendations under "Colleges I'm applying to" list in Naviance.
5. If a hard copy transcript is requested, ill out a request for an official transcript from the registrar and include a stamped envelope addressed to the college address.
6. Send your test scores directly to each school via the College Board and/or ACT.