

## COLLEGE APPLICATION PROCEDURES

### **Finalize Your List**

Research and determine “Foundational”, “Target”, and “Stretch” Schools

### **Determine What Each College Requires for your Application to be Complete**

Examples of what *might* be needed:

- Online Application
- Personal Statement/Essay
- Letter(s) of Recommendation
- Official ACT and/or SAT scores
- Application Fee
- Transcript
- Supplemental Materials (additional essays/statements, special letters, art/music portfolios, etc.)

### **Transcript Request**

After you submit an application to a college you must:

1. If applying via Common Application, please match your account in Naviance (Red Box at Top of “college I’m applying to” tab)
2. Add school to “colleges I’m applying to” tab on Naviance (school is automatically added if you match with Common App)
3. Request transcript through Naviance and let your counselor know (email, Teams, in-person)

### **Letter of Recommendation Process (If Needed)**

Please check the school’s admissions page or Common App to see what the requirements are for applying. (You may not need any letters of recommendation)

#### **Counselor letter of recommendation (if applicable)**

- Must complete a resume and turn it in to your college counselor
- Counselor will upload the letter to your Naviance account and send

#### **Teacher letter of recommendation (if applicable)**

- Ask teacher in person to write your letter of recommendation
- If they consent, please request the letter through the “Letters of Recommendation” page on Naviance and follow these steps
- Teacher will upload the letter to your Naviance account and counselor will send to college

### **Test Scores**

If you want to submit a test score to a college, you can do so using the following websites. Each score report request will incur a fee. Keep in mind scores are not sent from the agency immediately following the request; it may take a couple weeks.

- ACT: [www.act.org](http://www.act.org)
- SAT: [www.collegeboard.com](http://www.collegeboard.com)

**NCAA/NAIA (if applicable)**

If you are participating in a sport at the collegiate level, you must register with the NCAA or NAIA. After registering, you must contact your college counselor to have your transcript sent.

**NCAA:** <https://web3.ncaa.org/ecwr3/>

**NAIA:** <https://play.mynaia.org/>

**\*NCAA Division III and NJCAA (junior colleges) do not require athletes to register with an eligibility center**

**Important Information You May Need for Applications**

Providence Catholic High School CEEB/ACT Code: 142-375

Class Size: 190

GPA Scale: 4.0 (weighted)

Class Rank Reporting: None (we do not rank)

Graduation Date: May 21, 2024

Course Scheduling: Semesters

Courses and Grades (Common App): Grading scale A-F

**\*All forms, handouts, PowerPoints, and videos are located in the files on the Class of '24 TEAMS page\***