STEP-BY-STEP FOUR-YEAR COLLEGE APPLICATION GUIDE BY TYPE

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

The application submission 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 December. *Some CSU campuses will only accept November of 12th grade as your latest test date.

1. Log on to https://www2.calstate.edu/apply and create an account.
2. Search for colleges based on your criteria and study admission profiles.
3. Complete the campus application with a-g courses using your transcript and 12th grade courses in progress. Enter each final transcript grade as a semester grade.
4. Your CA State Student ID is shown in Aeries. **Only request to mail an official transcript if requested or required by a specific CSU campus.**
5. Submit application by 11/30 & any additional materials as directed by CSU. For SAT scores, use code 3594 via College Board to send to Cal State Apply/all campuses. Send official ACT to CSU, then use Cal State Apply to share with other CSU campuses.

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

The application submission period is Nov. 1 - Nov. 30, and you DO NOT need letters of recommendation. You must submit 4 Personal Insight Questions, and take or have taken the SAT or ACT w/Writing by December.

1. On the UC Undergraduate Admissions site, select "Apply Now."
2. Choose *Create a New Account* to begin and follow all instructions.
3. Complete the application with a-g courses using your transcript and 12th grade courses in progress. Enter each final transcript grade as a semester grade.
4. Submit application by 11/30, and submit any additional materials as directed by UC. **Only request to mail an official transcript if requested or required by a specific UC campus.**
5. Send your test scores directly to each 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 A SCHOOL VIA THE COMMON APPLICATION

Application periods vary, so pay attention to each college's specific deadlines. You must take the SAT or ACT, and in some cases SAT Subject Test(s) are also required or recommended.

1. Register on http://www.commonapp.org/ and select your college(s). **You will use the same Common App information to complete the Common App Match in Naviance.**
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.**
3. For CCA information, refer to **Sample Common Application Key**.
4. Request letters of evaluation **from counselor** & **academic** teacher(s), complete the Brag Packet in Naviance, **add your academic teacher(s) in letter of recommendations** under Colleges tab in Naviance and **email counselor** and turn in your CCA FERPA to all letter writers **by CCA deadline.**
5. 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 college list will receive a *Secondary School Report*, *which includes your Transcript, Academic Teacher Evaluation(s)* and a *Mid-Year Report* electronically. **Supplements cannot be sent via Naviance; confirm with each college how to submit these materials.**
6. Once you complete your Common Application(s), submit them online. **Your counselor and academic teacher(s) will submit their materials electronically via Naviance.** You do not need stamped, addressed envelopes for the online Common App. colleges.
7. Send your test scores directly to each college via *College Board and/or ACT.*

IF YOU ARE APPLYING TO A 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 other non-Common App 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 CCA deadline. 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 Counselor/Teacher(s) in Recommendations under "*Colleges I'm applying to*" list in Naviance.
5. Fill out a request for an official transcript from the registrar and include a stamped envelope addressed to the college with no return address.
6. Send your test scores directly to each school via the *College Board* and/or *ACT*.