College Application Process Using eDocs

**STUDENTS**
- Create Common App account
- Sign CA FERPA release waiver
- Match CA account in Naviance
- Add colleges to application list
- Request LORs and transcripts

**STAFF**
- Manage LOR and transcript requests
- Prepare school-wide documents
- Prepare student-specific documents
- Send documents
- Track submitted documents

**FOLLOW-UP**
- Student requests mid-year & final materials
- Staff prepares & sends mid-year materials
- Staff prepares & sends final materials
REVIEW - Student Action Steps

1. Register with Common App after August 1 (Common App Only)
2. On commonapp.org, enter high school information, add at least one college, and sign the FERPA Release Authorization (Common App Only)
3. Complete the Common App Account Matching process in Naviance Student (for Common App colleges only)
4. Add Common App colleges on commonapp.org* and add non-Common App colleges to the Colleges I'm Applying To list in Naviance Student

*Colleges added on commonapp.org sync to Naviance Student automatically

5. Request materials for college applications in Naviance Student (teacher recommendations/transcripts)
REVIEW - Student College Application Flow

1. Add non-Common App colleges to the Colleges I’m Applying To list

2. Request application and transcripts for Common App and non-Common App colleges via Naviance Student

3. Request teacher recommendation letters via Naviance Student

4. Track status of requested transcripts and recommendations

Match Common App account to Naviance Student