




College Application Checklist

- Log into Student Gmail account to access Naviance. Click on the 9 dots , click “more”, scroll down and find the Naviance icon towards the bottom.



Naviance

- Update your Naviance list of “Colleges I’m Thinking About”.
- From the “Colleges I’m Thinking About”: Select the schools where you are applying and move them to your application list: “Colleges I’m Applying To”.
 [MOVE TO APPLICATION LIST](#)
- Apply to in-state universities “directly to the institution”. Do not use Common App for in-state schools.
- Does your university require that you Self-Report? Self Report means you will enter all classes and grades into the application yourself. Access your classes and grades through Student Vue > Documents.
- Does your university require that you send an Official Transcript? In “Colleges I’m Applying to”, select Request Transcripts. *The university you choose to attend will require a Final Transcript in June.*
 [REQUEST TRANSCRIPTS](#)
- Send any Rio Salado dual enrollment credits to your post-secondary choice using your [student center at my.maricopa.edu](http://studentcenter.at.maricopa.edu).
- [The Common Application](#) (not to be used for In-State Universities) is not linked through Naviance.
- Prepare [early decision / early action](#) applications as soon as possible.
- Update resume and set a meeting with your counselor and teachers **at least 10 school days** prior to application deadlines for any universities requiring a letter of recommendation.
- Review all admissions requirements for the colleges.
- Register for any [SAT/ACT](#) exams or retests as needed.
- Send university entrance exam scores to your universities through [SAT](#) or [ACT](#) websites
- As soon as possible after October 1, submit the [FAFSA](#).
- Access the [scholarship list](#) in Naviance weekly and apply.