

Seniors Applying to 4 Year Colleges and Universities

NAVIANCE PROCESS

Reminder: Username is your 5 digit school ID; Password is password (unless you changed it!)

1. Add Colleges to your list of “Colleges I’m Applying To” in Naviance.
2. If you are using the Common App for any of your schools, you must follow the steps to match your common app account with Naviance. (You must complete the FERPA Release section on the common app before you will be able to do this).
3. Request your Letters of Recommendation (LOR) by completing the Letter of Rec Request Form (can be found in the Document Library), asking your teachers in person and giving them a copy of this form, then adding their names in the Letter of Recommendation section on Naviance.
4. You must also “Request” these letters from the teachers you have asked on Naviance. Click on the Colleges tab, then Letters of Rec, then add the teachers. You must complete this step in order for the teachers to receive the link by which they will add your letter to your Naviance account.
5. Complete your applications (via common app or the school’s own app).
6. Notify Guidance through Naviance when you have submitted your app. You need to do this by completing two steps:
 - A. Next to the school in your College List, click on the “Have You Applied” button and then check off that you have submitted your app.
 - B. Click on “Request Transcript” and then check off the schools to which you have applied.

Your transcripts and LORs will not be sent unless you complete these steps.

Don’t forget to send your SAT and/or ACT scores to your schools from the testing agency site.

Rutgers University
Application Process

Priority Deadline = November 1st

*(Apply by this date to have the best chance of being admitted
as well as best chance for scholarship money)*

1. Complete their on-line app which can be found on their website.
<https://admissions.rutgers.edu/apply>
2. You can apply to 3 different campuses for the one application fee.
3. Be sure to send your SAT/ACT scores to Rutgers.
4. Rutgers does not accept Transcripts or Letters of Recommendation from schools. Instead, you must complete the SRAR.
5. Complete the SRAR (Self-Reported Academic Record).
<https://www.ugadmissions.rutgers.edu/srt>
 - You will need a copy of your transcript
 - You will need to enter every course you took in high along with the grade you earned.
 - For senior year courses, in the grade field, enter “In Progress”.
6. Notify your counselor via Naviance that you have applied. Follow the steps under “Naviance Process”.