

GTCHS College Application Process

In preparation:

1. **Create a folder** in your drive to save all information for applying to colleges and scholarships.
2. Request your 11th grade **end of year transcript** through Parchment.
<https://www.parchment.com/u/registration/81254/account>
 - a. This is strictly for you to fill out your applications. Counselors must send the official transcript to each school.
 - b. Save your transcript in the folder in your drive.
3. Get your **resume** together
4. Think about who you want to ask to write recommendations.

To Apply:

1. **Login to Naviance using Clever** and list the colleges you are applying to.
<https://student.naviance.com/greenvilletc>
 - a. Login using Clever - When you type in our school name, choose the one that has our school name twice (not the one that lists the district name)
2. You can apply to colleges by applying directly to the college, through Common App. Common App is the best way if the colleges use Common App.
 - a. If you are using Common App, you will need to link your Common App account to Naviance. Look for a banner across the top of Naviance and click on it to link to Common App.
3. Once you have SUBMITTED your whole application, **mark it as submitted in Naviance**. This tells the counselors that they need to send the counselor forms, transcript, and school profile.
4. **Send your scores directly** from ACT.org or your CollegeBoard login. We do not have access to send an official report of your scores.
5. Check your college logins to make sure they have received all parts of your application.

To Request Recommendations:

1. You will request recommendations from teachers through Naviance using the process below.
 - a. Email the teacher or ask in person **at least 2 weeks ahead** of time to ask if they would be willing to write a recommendation. Attach your resume to this email.
 - b. When the teacher answers that they will write the recommendation, you will login to Naviance and send a request to that teacher. **ALL TEACHER RECOMMENDATIONS MUST GO THROUGH NAVIANCE.**
2. If you would like a recommendation from someone outside of GTCHS, then you will send the request according to the directions on the application or from within Common App.
3. Send the person a thank you email once the recommendation has been done.