

NBTHS College Application Process: Step by Step

Seniors and Parents: All college information, materials and forms are accessible online.

NBTHSGUIDANCE.WORDPRESS.COM is the main site that provides links to both Naviance and the NBTHS Guidance Livebinder (If viewing this document online, the logos for WordPress, Naviance and Livebinders have active links that you can click-on).



Naviance is a program that facilitates communication between NBTHS and the college admissions departments which is used by both staff and students.

Naviance eDocs is used to submit most of your required paperwork for college applications such as official transcripts, Secondary School Reports (SSR), school profile, counselor letters of recommendation, and teacher letters of recommendation.

Livebinders hosts the NBTHS Guidance Livebinder that allows online access to all forms, links and information used for college admissions.

Before beginning the college application process it is highly recommended for students and parents to read the “Comprehensive Senior College Planning Guide”. For more information please go to the NBTHS Guidance Livebinder and click on the “Grade 12 College Planning/Naviance” tab. ***Reading the “Comprehensive Senior College Planning Guide” is strongly recommended.***

Getting Started: During Junior year, students conducted research and were assigned the task of finalizing his/her college list. If this was done and perspective colleges are added in Naviance to the “Colleges I’m Thinking About List”, **then SKIP TO STEP 2.**

The information below is a step-by-step guide to the college admissions process:

STEP 1: RESEARCH

- 1) Log into Naviance using the link in the wordpress site. www.nbthsguidance.wordpress.com
Username is your personal email address; your password is one that you made up previously.
- 2) Click on the “Colleges” tab, conduct your research using the links for “SuperMatch”, “college match”, “college search” or “college maps”
- 3) When you find a college you are interested in, click on “Add to colleges I’m Thinking About”
- 4) Keep in mind the college’s requirement for GPA, SAT/ACT scores etc.
- 5) Divide your colleges into 3 categories: Safety, Target and Reach to be sure you have a mix of colleges. Adjust your list of colleges as needed. (For more info., See p. 7 in the Comprehensive Senior Planning Guide in the College Planning/Naviance tab of the NBTHS Guidance Livebinder)

***The following steps are mandatory for those students pursuing a 2 or 4 year college education:**

STEP 2: Use Naviance to Finalize Your Colleges

- 1) In Naviance, click on “Colleges I’m Thinking About”.
- 2) Check off all of the colleges that you want to apply to, then click on “Move to Application List”
- 3) Confirm that you will apply to these colleges by checking the Transcript request box and choosing the “Application Type” (Early Action, Rolling Admissions, etc).

STEP 3: APPLICATIONS

- 1) Refer to your list of “Colleges I’m Applying To” on Naviance.

The symbol indicated with the college will determine how you will apply.



A blue computer with the letters “CA” indicates a Common Application college
These colleges accept electronic documents using the Common Application website.

Please ensure you complete “Common App Matching” on Naviance to ensure your accounts are paired together. For directions, go to the College Planning/Naviance tab in the Livebinder.




A plain blue computer indicates a college that accepts electronic documents
These colleges accept electronic documents using their specific college website





A stamp indicates a college that will only accept documents sent using the US Mail.

NOTE: ALTHOUGH RUTGERS IS SYMBOLIZED WITH A STAMP, RUTGERS DOES NOT ACCEPT ANY MAIL. STUDENTS COMPLETE THE APPLICATION USING THE RUTGERS WEBSITE. STUDENTS THEN SELF-REPORT HIS/HER GRADES USING A TRANSCRIPT PROVIDED BY THE STUDENT’S SCHOOL COUNSELOR. RUTGERS DOES NOT ACCEPT TRANSCRIPTS OR LETTERS OF RECOMMENDATION.



- 2)  If using the Common Application, students must go to the Common Application website www.commonapp.org , create an account and complete the application as directed.
- 3) Students will then sign the Common Application FERPA Waiver & Authorization.
- 4) Students will then go back to Naviance to complete the “Common App Account Matching”


NOTE: Applications to Common Application schools should be managed using the student’s Common Application account. If all of a student’s colleges are on the Common App, he/she has completed his/her applications.


- 5)  If applying to colleges symbolized by the plain blue computer, students must go to each individual college’s website, create an account and complete the application as directed.
- 6)  If applying to a college symbolized by a stamp, go to that college’s website for further directions. Documents such as the application, transcript or letters of recommendations may have to be mailed.

STUDENTS WHO TOOK THE SAT/ACT WITH A FEE WAIVER ARE ENTITLED TO APPLICATION FEE WAIVERS. CHECK YOUR COLLEGE BOARD/ ACT ACCOUNT FOR MORE INFO.

STEP 4: LETTERS OF RECOMMENDATION: Determined by your application type

- 1) If you have colleges symbolized by  or , you should request letters of recommendation. Naviance accounts allow you to select your recommender. Go to “Colleges I’m Applying To”. At bottom “Select Recommender”, Select Teacher from drop down list and which schools you want them to submit letter to.

 Common App colleges require teacher(s) and a school counselor to submit letters of recommendation.

 Colleges that use electronic submissions generally require at least one letter of recommendation from teacher(s). School counselor recommendations are sometimes optional or not required.

 Colleges that use document submissions in the mail may require letters of recommendation.


- 2) If letters of recommendation are needed:
 - a) Speak to your teacher(s)/school counselor to request a letter of recommendation.
 - b) Go to the NBTHS Guidance Livebinder, click on “Grade 12-College Forms”, then click on “Request Counselor/Teacher Rec. Letter Info.” or “Teacher Rec. Form” & “Counselor Rec. Form”

NOTE: TEACHERS AND COUNSELORS HAVE 30 DAYS TO WRITE LETTERS OF RECOMMENDATION FROM THE DAY A LETTER OF RECOMMENDATION FORM IS SUBMITTED.

STEP 5: TRANSCRIPTS : Every college requires a transcript

- 1) Go to the NBTHS Guidance Livebinder, click on “Grade 12 College Forms”, then click on “Request a Transcript Info.”
- 2) Click on “Transcript Release Form”, print it, fill it out and hand it in to your school counselor.

 and  allow transcripts to be sent by your school counselor electronically using Naviance.

 REQUIRES A STUDENT TO PROVIDE THE TEACHER(S)/COUNSELOR WITH A SELF-ADDRESSED ENVELOPE WITH A STAMP FOR EACH COLLEGE WITH THIS SYMBOL.

STEP 6: SAT/ACT SCORE REPORTING

- 1) Most colleges require a SAT or ACT score report. Students must log into his/her College Board (SAT) or ACT accounts and send his/her scores to the colleges that require them.

NOTE: School counselors DO NOT send SAT/ACT scores to colleges because the scores must be sent officially from College Board and/or ACT. A limited number of score reports can be sent free of charge; check both College Board and/or ACT for more information.

STEP 7: FINANCIAL AID: THE FAFSA (FREE APPLICATION FOR STUDENT AID)

Regardless of your family's income, all colleges want students to apply for financial aid. Applications for Financial Aid begin on Oct. 1st. *Helpful links and explanations can be found on the NBTHS Guidance Livebinder in the "Grade 12 Paying for College/FAFSA/Scholarship" tab.*

- 1) Go to www.fafsa.ed.gov
- 2) Create a FSA(Federal Student Aid) id by clicking on the FSA ID link at the top of the page. (Note- the FSA id may take a few days to process)
- 3) Go back to www.fafsa.ed.gov and click on the button labeled "Start a New FAFSA"
- 4) Use your FSA credential to complete the FAFSA for the appropriate year of college enrollment.
- 5) Complete the sections for Student Demographic Information.
- 6) Complete the section for School Selection by listing every college that you are applying to. Be sure to list a NJ college first if you are applying to state colleges.
- 7) Complete the sections for Dependency Status, Parent Demographics.
- 8) Complete the Financial Information section using tax records from 2 years ago. Example- The 2018-2019 FAFSA requires financial information from 2016 tax records. An IRS Data Retrieval tool is available for you to import information to your FAFSA.
- 9) Sign and submit your FAFSA.
- 10) If you are applying to private colleges/universities, they may require an additional financial application called the CSS Profile. If you are required to fill this out, it can be found at www.collegeboard.com at the bottom of the page.

STEP 8: SCHOLARSHIPS

Information about scholarships can be found on the NBTHS Guidance livebinder in the "Grade 12 Paying for College/FAFSA/Scholarship" tab.

Scholarships are posted in Naviance. Go to your Naviance account and click on the "Colleges" tab. At the bottom of the page are links for scholarships.

STEP 9: MAKING YOUR DECISION!

Students will receive admissions updates throughout the year. By late winter/early spring each student will receive acceptances, denials and in some cases he/she will be "waitlisted". Each college that a student was accepted into will send a financial aid package. This includes free money in the form of grants, scholarships and awards and borrowed money in the form of loans based on the information gathered from the FAFSA. Students are encouraged to go over this information with their family to arrive at a decision that satisfies the student's academic goals while being fiscally responsible.

May 1st is typically the date a student has to commit to a particular college in order to reserve a spot in the upcoming freshman class. Congratulations, you're going to college!!!!!!