

2. Request Transcripts for Individual Colleges

- Visit bit.ly/whstrf18 to request transcripts.
- Transcripts must be requested at least **TWO WEEKS** (10 school days) before the application deadline to ensure timely processing.
- You may add requests for multiple schools at once, or just one at a time.
- You will receive an email confirmation of your transcript requests after they are submitted.
- School Counseling staff will add your requested schools to your Naviance Account.

Notes

3. Match your Common Application & Naviance Accounts

- Log in to Naviance, go to the Colleges tab, and click on “Colleges I’m Applying To.”
- In the blue box, provide your Common Application email address and date of birth.
- In order to complete this step, you need to have
 - a. Created a Common App account
 - b. Added at least one college to your Common App account
 - c. Added WHS as your “Current School” in the Common App Education section
 - d. Signed the Common App FERPA Waiver and Authorization. (To see a video tutorial on completing the FERPA waiver, go to <http://bit.ly/ferpa18>)

Notes

4. **Send Standardized Test Scores to Colleges (SAT/ACT/TOEFL/Subject Tests)**

Students are responsible for sending their own official test scores directly to colleges. **Counselors do not send these test scores to colleges.** Request your official scores directly from the testing companies. Be mindful of deadlines. Scores may take a few weeks to reach the colleges.




Notes

5. Provide Teachers with Envelopes for Recommendations (if necessary).

If your teacher(s) do NOT use Naviance, or specific schools require letters to be mailed,

you must provide them with a stamped and addressed envelope for each school, with Westborough High School as the return address (see diagram below).

It is the **STUDENT'S** responsibility to know if a college requires documents to be mailed.

Colleges appear in Naviance with the following icons:	
	Recommendations must be mailed. Submit a stamped and addressed envelope to your teachers, even if they are sending other letters through Naviance. See instructions below.
	Common App College - Recommendations are electronically submitted via Naviance.
	Non Common App College - Recommendations are electronically submitted via Naviance.

<p>Westborough High School 90 W. Main St. Westborough, MA 01581</p>	<div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Forever Stamp</p> </div>
<p>Name of College Office of Undergraduate Admissions <i>(or otherwise indicated by the college)</i> Street Address or P.O. Box City, State, Zip Code</p>	

