



NAVIANCE COLLEGE ADMISSIONS PROCESS CHECKLIST



1. Complete and submit an undergraduate admissions application to the colleges you wish to apply.
 - ⇒ Use Apply Texas, Common App, or apply directly on the college's Website.
 - ⇒ Add colleges you apply to and request transcripts under "Colleges I'm Applying to" link in Naviance by following instructions below:
 - ▲ Access your Naviance Student Account through DHS counseling website www.dentonisd.org/dhscounselors or DHS page: www.dentonisd.org/dentonhs - Student Services:
 - Login= your student ID #; password= your birthdate (mmdyyy)
 - [Steps to Request Transcript](#)
 1. Click on College Tab
 2. Click on "Colleges I'm Applying to"
 3. Click the Plus sign in top right corner of the page
 4. Type full name of college you have applied to, select type of decision, select how you are submitting your application
 5. Check the box beside "I've Submitted My Application"
 6. Click blue button labeled "ADD AND REQUEST TRANSCRIPT"
 7. Come pay \$1 in the counseling office
2. Request Your TSI, SAT and/or ACT scores be sent to each college you apply to.
 - DHS doesn't send SAT or ACT or TSI scores.
 - If you took the SAT you will request those scores at www.collegeboard.org.
 - If you took the ACT you will request those scores at www.act.org
 - If you took the TSI, you can request those scores directly from the college where you took the TSI. Every student must take TSI if they did not achieve [exemption](#) SAT/ACT scores.
3. Apply for Financial Aid
 - Create an FSA ID.
 - apply for financial aid with the online application at www.fafsa.ed.gov beginning October 1st
 - select the 2019-2020 FAFSA application
 - Keep your FAFSA pin code in a safe place because your counselor won't be able to retrieve it if you lose it.
 - You will begin hearing from colleges regarding your financial aid award beginning in March
4. Scholarships (Begin now - <https://www.reviews.com/best-scholarship-search-platforms/>)
 - ▲ Access the Naviance Scholarship List by logging into Naviance
 - ▲ Click on the "Colleges" link at the top of the page
 - ▲ Click on "Scholarships & Money link in drop down list
 - ▲ Click on "Scholarship List" link for alphabetical listing of scholarships
 - ▲ other scholarship search resources
 - www.fastweb.com
 - www.collegeforalltexas.com
 - www.finaid.org
 - ▲ Each college has a list of their scholarships on their own website. Look at their Financial Aid & Scholarships link

5. Do you need a Recommendation letter???

▲ not required for all colleges

▲ request rec. [Letters from current Ryan teachers through Naviance](#) by:

→ login to Naviance Student

→ click on “Colleges” link at top of the page

→ click on “Colleges:Home” (Icon looks like a house)

→ scroll down and click on “Letters of Recommendation”

→ click blue button labeled “Add Request”

→ follow the instructions and click blue “Submit Request”
Button at the bottom of the page

▲ complete the recommendation survey in Naviance

▲ please allow 2 weeks for recommendation letters to be written