



**Huntington High School  
College Application Procedures  
2021-2022**


The Huntington High School College Office submits all college application related materials electronically through Naviance. This includes transcripts, teacher recommendations, teacher evaluation forms, counselor recommendations, secondary school reports and other relevant supplemental college application documents. **Therefore, all colleges to which you are applying must be listed on your Naviance account and the correct application type (ED, EA, REA, RD, Rolling) must be indicated.** Naviance works with the Common Application, the Coalition Application and many institutional applications.

Please follow the steps below to ensure timely and accurate processing of your applications:

**If applying via the Common Application:**

1. Log onto the Common Application; [www.commonapp.org](http://www.commonapp.org), and create an account.
2. Complete the *Education* section of the Common Application.
3. Click on the *College Search* tab, find the college you are applying to and then click Add. Each additional college you apply to via the Common App must be added this way.
4. Click on the *My Colleges* tab and then the *Recommenders and FERPA* link.
5. You must complete the privacy notice/FERPA (Family Educational Rights and Privacy Act) waiver. After the FERPA is complete, your counselor and teachers will be able to process your transcript and recommendation letters through Naviance. **You will invite teachers to submit their recommendations via Naviance.**
6. Complete the entire Common Application.
7. Log onto the Huntington High School Naviance program
8. Select the *Colleges* tab and click *Colleges I'm Applying To*. Then, complete the Common Application Account Matching process. This step is completed once.
9. Your Common Application and Naviance accounts are now linked and you will see the colleges you've added to the Common Application on your Naviance account. Please be sure that you indicate whether or not you are using the Common Application to apply to your colleges as some colleges have an option to apply using the Common Application or the institutional application.

**If applying via the Coalition Application or Institutional Applications:**

1. To add Coalition Application colleges and institutional applications, click  to search and add. As a reminder, you will apply to these colleges via the Coalition Application or the individual college websites for institutional applications.
2. You must click the Edit option for each college to which you are applying in order to update the application type, deadline, division, etc.

**Recommendation letters:** You will request your teacher recommendation letters for all colleges via Naviance. Please refer to the Recommendation Letter Request Form for specific procedures. You do not need to request a letter from Mrs. Walsh. A guidance recommendation will be submitted automatically, if required.

**In order to meet critical college application deadlines, students are required to complete the above mentioned steps and submit their Records Release Form directly to the College Office by the following dates:**

**Application Deadline**

October 15, 2021  
November 1, 2021  
November 15, 2021  
December 1, 2021  
December 15, 2021  
January 1, 2022  
January 15, 2022  
February 1, 2022

**RRF to the College Office**

September 24, 2021  
October 12, 2021  
October 22, 2021  
November 8, 2021  
November 23, 2021  
December 3, 2021  
December 17, 2021  
January 11, 2022

\*\*\*\*\*All "Rolling" admission applications should be submitted as soon as possible\*\*\*\*\*