Date Received:_____   Date Processed: _____

BDU College Application Checklist
This checklist must be completed for EVERY college application and submitted to Student Services.

Student Name: _____   Date: ____/____/_____

College/University: _____

Application Deadline: _____   Application Type: _____

1. Did you apply to this college/university via the Common Application website? ____ Yes ____ No
   - ☐ If "yes", please provide your Common Application:

   Email address:_____ Date of Birth: ____/____/_____
   - ☐ Did you complete the required FERPA Release Authorization via Common App?____ Yes ____ No
   - ☐ Did you complete the Common App Account Matching box via Naviance? ____ Yes ____ No

   (Directions for completing FERPA and Account Matching are included on the back of this checklist.)

2. On what date did you request your official transcript to be sent via Naviance? ____/____/_____

   (Directions for requesting transcripts via Naviance are included on the back of this checklist.)

3. Does this college/university require SAT/ACT test scores to be directly from the testing agency (i.e. College Board/ACT) ____ Yes ____ No
   - ☐ If "yes", have you requested official SAT/ACT scores from the testing agency?____ Yes ____ No

4. Do you qualify for an Application Fee Wavier? ____ Yes ____ No

   (Students who receive lunch/textbook rental assistance or are 21st Century Scholars qualify for a fee waiver.)

5. Does this college/university require teacher letters of recommendation? ____ Yes ____ No

   - ☐ If "yes", have you spoken to these teachers and requested their recommendations via Naviance ____ Yes ____ No
   - ☐ Please provide the name of these teachers:

   _____   _____
   - ☐ Does this college/university require a counselor recommendation? ____ Yes ____ No

Student Signature:_____ Date: ____/____/_____

By signing this form, the student gives BDU permission to release a transcript of grades, class rank, GPA, and test scores to the college/university indicated. The student understands that their transcript will include all standardized test scores and semester grades.

Logging into Your Naviance Account
- ★ Go to the Wayne Learning Hub and click on Naviance.
- ★ You should be logged into Naviance
- ★ Go to Naviance and click "Log in with Clever"

Instructions for Requesting a Transcript
- ★ Log-in to Naviance
- ★ Select "Colleges" ➡️ "Colleges I'm Applying To."
- ★ Click the Pink plus button and add your college
- ★ Be sure to correctly select whether you applied **via the common app** or **direct to institution.**
- ★ Select "I've submitted my application" and click "ADD AND REQUEST TRANSCRIPT"

Instructions for Requesting a Teacher Recommendation
- ★ Log-in to Naviance
- ★ Select "Colleges" ➡️ "Letters of Recommendation".
- ★ Select "Add Request"
- ★ Select a teacher from the drop-down box, select "all current and future colleges I add to my Colleges I'm Applying To list" and provide details, including the due date of the requested recommendation in the "Personal Note to Teacher" box.
- ★ Select "submit request"

Common Application FERPA Release Authorization
- ★ First, search for one of your colleges and "Add" it to your list
- ★ Click on the "My Colleges" tab from the home page
- ★ On the left side, select "Recommenders and FERPA" under one of your colleges
  - ○ NOTE: The Education section of your application needs to be completed before the FERPA will come up. You can choose Ben Davis University High School" through the search provided
- ★ Click on "Release Authorization". Read the text, check the box, and click "Continue"
- ★ Make your selections, type your electronic signature
- ★ Click "Save"

Common Application Account Matching via Naviance
- ★ In order for counselors to complete the Common Application School Report, you must match your Common App account to your Naviance account.
- ★ On Naviance, click on the "Colleges" tab
- ★ Click on "Colleges I'm Applying To"
- ★ Select "Match Accounts" in the pink highlighted area
- ★ At the bottom, enter your email address used on the Common App pin in addition to your birthday
- ★ Click "Match Accounts". It will tell you if it matched successfully

-VU Official Transcripts can be requested on their website for $5
www.vinu.edu/web/registrar-s-office/transcripts