

The University Application

Congratulations! You have reached your senior year and are taking steps toward being a university student. If you have not already done so, please make sure to review the **PRIORITY DEADLINES** (see the State University Matrix for Florida school deadlines) for the schools you are interested in attending. ***If you do not apply by the priority deadline, you drastically reduce the likelihood of being accepted to the school.*** To meet the deadlines, your application must be considered **complete**.

A “COMPLETE APPLICATION” generally includes the following:

- Application (usually online)
- Application Fee (usually about \$30, paid online as part of the application)
- Transcript (order via Transcript request form located on the PVHS website)
- Test Scores (must be OFFICIAL, from the test organization)
- Residency Affidavit

*****Once you have applied, paid the application fee, ordered your transcript via Transcript Request Form/or completed the Student Self-reported Academic Record (SSAR), and sent your test scores, you will need to continue logging in to your school accounts to make sure the schools have received ALL of your paperwork. An incomplete application is generally the same thing as having NO APPLICATION at all, so it is critically important that you are not missing anything. If you are missing just one piece of the application, admission teams will generally not review your application. Please keep checking to make sure they've received everything!*****

Part 1: Application Most applications are online. Go directly to the school’s website and click Undergraduate Admissions. If you are applying to multiple Universities, you can complete one application via platforms such as Common APP. Applications take TIME. You might need to write an essay, create a resume, and gather information about your accomplishments. Reflect on all that you’ve done! Take a few weeks to complete your applications. Plan ahead so your applications are not rushed.

Part 2: Application Fee This is generally paid online with a credit card and can also be paid through Common APP.

Part 3: Naviance & Transcripts: It is very important that you link your Common App account to your Naviance Account. You must also request your initial, mid-year and final transcripts through Naviance. The transcript is VERY important. Upon requests the transcripts will be sent electronically. There is no charge for your transcript orders if you request them through Naviance. If you are completing an application for a school that uses the SSAR self-reporting system, you will need to order an unofficial transcript via the transcript request form (i.e. \$2.00 per transcript) to reference as you input courses, grades, and credits.

Part 4: Test Scores When you registered for ACT and/or SAT testing, you had the option to send your scores to four colleges per test organization. If you did not select the schools to which you are now applying or if you need to send your scores to additional schools, you must log in to your online ACT or College Board account and have the scores sent directly from the testing agency to the school to which you are applying. The testing agency will charge you a fee for each score report sent to an institution, and there is a processing time you should consider. Please see the web sites for processing times and fees.