

# APPLICATION PROCESS CLASS OF 2018

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More information posted on our website!

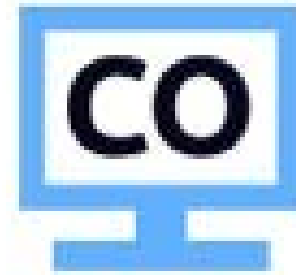
# The Complete Application

- Your application is just one part of the whole application process. There are **FOUR** parts:
  1. **Your application** (YOU)
  2. **Standardized Test Scores:** SAT or ACT scores, SAT Subject Test Scores (YOU)
  3. **School forms:** this includes your transcript, school secondary report, school profile and school counselor recommendation form (SENT BY COUNSELOR)
  4. **Two Teacher Recommendations** (SENT BY COUNSELOR)

# Application Delivery Types

- There are 4 delivery types
  1. Common Application
  2. Online (own application)
  3. Mail In
  4. Coalition Application

Delivery Type






# “Colleges I’m Applying To”

## Complete “Added Colleges”

- Verify your information is correct
- Take note of the Submission Type symbol



School accepts the Common App, transcripts will be sent electronically (if there is a line through the “CA”, your school ONLY accepts Common App)



School accepts electronic transcripts



School does not accept electronic transcripts and everything must be mailed via USPS

connection

colleges careers about me

colleges I'm applying to

[add to this list](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Deadline†	Transcript Office	Status	My App.	Results	EDIT CONTACT GRAPH MUM	Actions
<input type="checkbox"/> Albright Coll	RD	Unknown		-	no request	Pending	app submitted	Unknown		
<input type="checkbox"/> Arizona State Univ	RD	-		5/1/14	no request	Pending	app submitted	Unknown		
<input type="checkbox"/> U of Delaware	RD	Yes (CA Exclusive)		12/1/13	no request	Pending	app submitted	Unknown		
<input type="checkbox"/> James Madison Univ	EA	-		1/15/13	no request	Pending	app submitted	Unknown		
<input type="checkbox"/> Naviance Univ (not a real college)	RD	-		-	sent	Initial materials submitted	app submitted	Unknown		

Delete Application

# Types of College Admissions

- Regular Admissions
- Rolling Admissions
- Early Decision
- Early Decision II
- Early Action
- Early Action II

# Creating the Common Application

1. Commonapp.org
2. Go to “**College Search**” and search for the colleges of which you are going to apply. Click “**Add**” to add it your “**My Colleges**” list.
3. Click on Common App tab. In order to link the Common App to your Naviance account, you will need to complete the **Education section** of the application.
4. Once the Education section is complete, go to “**My Colleges**” and select “**Recommenders and FERPA.**” Under “FERPA Release Authorization,” click “**release authorization.**” Read the entire FERPA release and sign and date on the last screen.
  - THIS IS THE PART THAT LINKS TO NAVIANCE. IN ORDER FOR US TO SEND SCHOOL FORMS ELECTRONICALLY THROUGH NAVIANCE, YOU MUST HAVE COMPLETED THE FERPA RELEASE.
5. Once you have created an account, you can save and return to continue, as needed.

# Linking Naviance and your Common App

- In your Naviance account, click on “**Colleges**” and then “**Colleges I am applying to.**” Enter the email address you used to sign into your Common App account to match your information. Any Common App schools listed in your Common App account will automatically appear in your Naviance list. WE CANNOT SEND ANY DOCUMENTS UNTIL YOU LINK YOUR ACCOUNTS.
- In your Naviance account, click on “Colleges” and then “Colleges I am applying to.” Add the colleges to which you are going to apply that do not use the Common Application.
- Now that you have added your colleges to both the Common Application’s “My Colleges” list AND Naviance’s “Colleges I’m Applying to,” you can apply. After you apply, submit a transcript request to your counselor through Naviance.

# Linking the Common App to Naviance

- <https://www.naviance.com/resources/entry/how-to-match-your-common-app-and-naviance-accounts>



# Transcript Requests

- You must submit a Transcript Release Request to your counselor. Click on “transcripts” under the “Resources” section. Click on the first link, “Request transcripts for my college applications.” Add the colleges and select the correct application type deadline for each school.
  - If you have already requested a transcript for an application, it will not appear in the list
- If you the college is a mail-only school (has a stamp symbol), you must provide your counselor with a **goldenrod sheet** filled out with the college/university name and address.
  - You will need to bring in **six stamps** with the goldenrod sheet,
- It is YOUR responsibility to identify which schools accept online materials and which schools accept materials only through the mail. Refer to the symbols Naviance uses.

# Counselor Recommendations

- Make sure that all forms have been submitted to your counselor (student brag sheet, parent brag sheet and activity resume).
- Letters of recommendations will not be written until your counselor receives these forms.

# Teacher and outside Recommendations

- Ask 2 teachers in person if they would be willing to write a letter for you.
- Once you have the teacher's verbal approval, log into Naviance and click on the "Colleges" tab and under "my colleges," click on "letters of recommendations."
- Click on "Add/Cancel Requests."
- Under "Add New Requests," select your teacher's name from the drop-down menu. In the comments section, it's always thoughtful to thank your teachers for taking the time to write your recommendation letter.
- Click on "Update Requests."
- If the college you are applying to only accepts one letter of recommendation, you must tell your counselor which teacher recommendation letter you would like to have sent to that school.
- Outside recommendations are not required. If a school will accept additional letters, you are able to ask a coach, religious leader or club adviser. Provide submission directions to that individual, including the college mailing address and application deadline.

# Teacher Recommendation Etiquette

Please keep the following points in mind...

- You are not entitled to letters of recommendation
- Ask for a letter in person
- Any follow up should be in person
- Provide all necessary information (stamped and addressed envelopes)
- Ask sooner rather than later
- Say Thank You!

# Important Notes

- Our CEEB code number is 310438.
- We do not rank.
- We use a 4.0 weighted GPA scale.
- 2018 class size: 196
- A mid-year report is automatically sent to all colleges after first semester grades are posted.
- A final transcript will automatically be forwarded to the school which you plan to attend.

**RUTGERS UNIVERSITY APPLICANTS:** When applying to Rutgers, YOU must self-report your transcript information by completing the SRAR on Rutgers' online application. Rutgers does not accept any materials submitted by high schools. You still must add Rutgers to your "colleges I'm applying to list" in Naviance.

# The Do's and Don'ts of the Application Process

- Read all instructions carefully
- Request SAT/ACT scores
- Check for supplement forms
- Pay attention to admissions deadlines
- Use your legal name on all documents
- Keep copies and write down passwords
- Proofread!
- Remember to hit submit

# The Do's and Don'ts of the Application Process

- Remember that mid-year grades and transcripts are automatically sent
- If accepted under Early Decision, notify other schools and withdraw all other applications
- Return housing deposit ASAP
- Update all information on Naviance