

## Senior Packet

### Application Process: Class of 2017

Congratulations on knowing where you want to apply! Now comes the next step- applying! Each college has its own application process, with its own set of deadlines and requirements. Provide each college with exactly what they require. Please read this packet thoroughly as it outlines the procedure for sending school forms and recommendations electronically and through the mail.

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)

You are in charge of making sure all 4 parts to your application package arrive prior to the deadline. There is no specific order in which materials are required. Colleges will start a file for each student once the first piece of the application is received.

Glen Rock uses Naviance/eDocs for our electronic submissions of official school forms and teacher recommendations. Naviance uses 4 different symbols to illustrate how each college accepts applications:

Delivery Type




- The first symbol represents a “Mail Only” school. These colleges do not accept electronic transcripts. When applying to “Mail Only” schools, please see page 4 under Important Notes for directions.
- The second symbol with the “CA” in the computer screen represents a “Common Application” school. These colleges accept the Common Application. Some schools are Common App exclusive meaning they will only accept a common application, while other schools will accept an application via common app or their own electronic application on their website. For schools that accept both, you will have to indicate which application you plan to use.

- The third symbol is a blank computer screen. These schools accept electronic transcripts.
- The fourth symbol that was added this year, is a computer screen with “CO” in the computer screen. This represents the “Coalition Application.” Most schools that accept the Coalition Application will also accept applications via Common Application or electronically.



## 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	Actions
<input type="checkbox"/> <a href="#">Albright Coll</a>	RD	Unknown		-	no request	Pending	app submitted	Unknown	
<input type="checkbox"/> <a href="#">Arizona State Univ</a>	RD	-		5/1/14	no request	Pending	app submitted	Unknown	
<input type="checkbox"/> <a href="#">U of Delaware</a>	RD	Yes (CA Exclusive)		12/1/13	no request	Pending	app submitted	Unknown	
<input type="checkbox"/> <a href="#">James Madison Univ</a>	EA	-		1/1/13	no request	Pending	app submitted	Unknown	
<input type="checkbox"/> <a href="#">Navajoo Univ (not a real college)</a>	RD	-		-	sent	Initial materials submitted	app submitted	Unknown	

Delete Application

\*Before you get started, remember to use your official name as listed in Naviance consistently throughout the process. Track all username and passwords.

### **STEP 1: Creating a Common Application Account**

1. Create an account on commonapp.org (Write down your username and password).
2. In your Common App account, 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. Double check to make sure your colleges are all listed there.
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 system 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 work your way through the application, saving and returning to continue, as needed.

### **STEP 2: Linking Naviance and your Common Application**

1. 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.
2. 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.
3. Now that you have added your colleges to both the Common Application’s “My Colleges” list AND Naviance’s “Colleges I’m Applying to,” make an appointment to see your counselor

### **STEP 3: Counselor Recommendations**

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

### **STEP 4: Transcript Requests**

1. You must submit a Transcript Release Form to your school 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.
2. 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.

#### **IMPORTANT NOTES**

1. Our CEEB code number is 310438.
2. We do not rank.
3. We use a 4.0 weighted GPA scale.
4. A mid-year report is automatically sent to all colleges after first semester grades are posted.
5. 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.

#### **STEP 5: Teacher and Outside Letters of Recommendations**

1. Based on what your colleges require, ask no more than 2 teachers in person if they would be willing to write a letter of recommendation for you.
2. 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."
3. Click on "Add/Cancel Requests."
4. 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.
5. Click on "Update Requests."
6. 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.
7. Outside recommendations are not required. Many colleges will only accept and read two teacher letters of recommendations. If a school will accept additional letters, you are able to ask an outside recommender, such as a coach, religious leader or club adviser. You should provide submission directions to that individual, including the college mailing address and application deadline.

### **Teacher Recommendation Etiquette**

Letters of recommendation are a critical part of the college admissions process. Every year faculty and staff generate hundreds of letters that present our students as truly outstanding and deserving of admissions to some of the best universities and colleges.

Please keep the following points in mind as you approach a teacher to write on your behalf:

1. Students are not entitled to letters of recommendation. Writing recommendations falls outside the realm of teachers' professional responsibilities. Many teachers enjoy writing letters of recommendation, but it is important for students to know that writing one letter can take over an hour- taking time away from both professional and personal activities. You should also know many of our teachers are asked to write over 30 letters!
2. Always ask for a letter of recommendation in person- Do this every time you make the request. Do not email your teacher to make the request. You must first ask in person, and then go to Naviance and add the new teacher request.
3. Any follow up should also be in person (providing envelopes, checking on due dates).
4. Provide all necessary information in an organized manner (addressed and stamped envelopes, etc).
5. Ask sooner rather than later. Please give teachers and counselors at least 3 weeks notice prior to the deadline.
6. Stop by in person to say Thank You! Then follow up with a personal thank you note.

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

- Read, Read, Read all application instructions carefully. Check official school websites for the most accurate information. All colleges and universities use .edu for their official site.
- Make sure you request SAT and ACT scores to be sent directly from the College Board or ACT. This information is not on your transcript.
- When using the Common Application, make sure you check to see if they require a supplement form. Often the supplement must be submitted at the same time as your online application. Students should not mix paper and online applications. Remember,

Common Application Forms can only be used for schools who are participating members.

- Pay close attention to Early Action/Decision and Regular Decision deadlines. Many things can happen if you wait the last minute, such as: snowstorms, illness, holiday closure.
- Use your legal name on all documents. It's important to be consistent. Colleges need to match your test scores and recommendations with your application.
- Keep a copy of all materials submitted online.
- When applying online, keep track of all PIN numbers, email address and passwords.
- Make sure you answer all essay and short answer questions and proofread.
- Don't forget to hit the submit button for your online applications.
- Mid-year grades are automatically sent to all of your colleges in February.
- Final transcripts are automatically sent to the college you are attending.
- If accepted under an Early Decision program, please notify other schools and withdraw all other applications.
- Make sure you return housing deposits as soon as possible to secure on-campus housing.
- Please update all information in Naviance and let your counselor know when you have been accepted.