

Understanding the College Process

Where should we be with the college process at this point?

- A. A compiled list of schools (this can still be changing)
 - 1. Create a spreadsheet with deadline dates
 - 2. Organize what is required from each school
- B. Decide if test scores will be reported or not
- C. Letter of Recommendation requests
- D. Begin applications

Sign-Up For College Visits

- Use your Naviance Account to sign-up for Meetings with College Representatives
 - Students receive a pass to report to the Guidance Office the day of the meeting

WHAT IS MY STUDENT RESPONSIBLE TO COMPLETE IN THE COLLEGE APPLICATION PROCESS?

What is included in a complete application?

- I. Application (including the Essay and Application Fee)
- II. Test Scores (if applicable - more about this later)
- III. Transcript
- IV. Letters of Recommendation
- V. School Profile

Always check the admissions website for each college or university for additional requirements

THE APPLICATION- The Student

- A. Choose which admission plan is right for your student...
 1. Regular Decision
 2. Early Action
 3. Early Decision (binding, only one school)
 4. Rolling Admission

THE APPLICATION - The Student

- A. Fill out the Application for each specific school by using...
 1. Common Application
 2. School website - University Specific
 3. Coalition Application
- B. The application also includes...
 1. Application Fee
 2. Essay
- C. Remember, each school determines which platform they choose to use and it is listed on their admissions webpage

THE APPLICATION- The Student

- A. The student **MUST** “match” their Common App and Naviance accounts together.
 1. Students will be shown this process during class and individual meetings

THE TRANSCRIPT REQUEST FORM (TRF) - The Student

- A. After the application has been submitted, the student must turn in the **TRANSCRIPT REQUEST FORM**
- B. **We ask that we receive the form TWO weeks prior to the deadline so that there is ample time to collect documents**
 - 1. This form is the only way we will know if a student applied to a college or university. We are NOT notified by the college itself!

Where can the Transcript Request Form be found?

- In the Guidance Office (paper copy)
- In your student's 12th Grade Counseling Google Classroom

TEST SCORES - The Student

- I. Test Scores (if applicable)
 - A. Many schools are test optional due to the Covid-19 restrictions placed on standardized testing
 - B. Please check the college or university website for the most up to date information
 - C. SAT scores are NOT sent by HTHS
 - D. If your student is submitting scores, you will submit them thru their College Board account

Resume - Complete in Naviance

- A. Complete/Update resume in Naviance
 - 1. Letters of Recommendation
 - 2. Scholarship Information
 - 3. Job Applications
 - 4. Helps to organize information for college applications

LETTERS OF RECOMMENDATION - The Student

- I. Letters of Recommendation
 - A. Student will request letters of recommendation from their teachers face-to-face
 1. Add teacher under “Letters of Recommendation” in Naviance
 - a) The teacher will upload their letter into Naviance for the student
 - b) Complete FERPA (located in your Application)

FAFSA (Free Application for Federal Student Aid - The Family/Parents/Guardians

- I. USE THIS WEBSITE ONLY! - www.fafsa.gov
- II. FAFSA opens for current seniors on October 1st
- III. Use prior-prior tax information (2020 Taxes)
- IV. Make sure to record the FAFSA deadline dates for each school
- V. Contact the Financial Aid Office of each school if prior-prior tax information is currently different
 - A. Ex. loss of a job, divorce
- VI. Attend Financial Aid Night October 19, 2021
- VII. Any issues? Contact the school’s Financial Aid Office -OR- the NJ Higher Education Student Assistance Authority (HESAA) at 609-584-4480

SENDING DOCUMENTATION - Counseling Office

- I. Transcript
 - A. The student turns in the Transcript Request Form to generate a request for their documents to be sent to the college/university
 - B. The Counseling Office will send the Transcript, Letters of Recommendation, and the School Profile electronically to the institution requested by the student
 1. Make sure that the student clarifies the exact name of the college and the city/state that it is located in
 - a) Ex. St. John’s in NY or MD?
 - C. It still may take a few days to over a week for the school to acknowledge the receipt of the electronic documents

THINGS TO REMEMBER...

- I. It takes about two weeks for SAT scores to be sent from CollegeBoard to the school of your choice - it then takes the college about a week or two to process these scores (sometimes longer during busy periods)...PLAN AHEAD!
- II. When we send our documents to a school, it will still take time for the college to process that they have received them
 - A. During this time, you may still receive GENERIC emails from the college asking for your documentation - this is NORMAL!
- III. Use an email that you and your student can check on a daily basis - this is the main form of communication from the college/university
 - A. READ EVERY EMAIL - they are sending it for a reason
- IV. Students should create the admissions account for each school (notified of the login and password through email)
 - A. This will have the college’s application checklist - MAKE SURE TO CHECK THIS CONSISTENTLY UNTIL ALL DOCUMENTS ARE MARKED AS RECEIVED!

QUESTIONS!