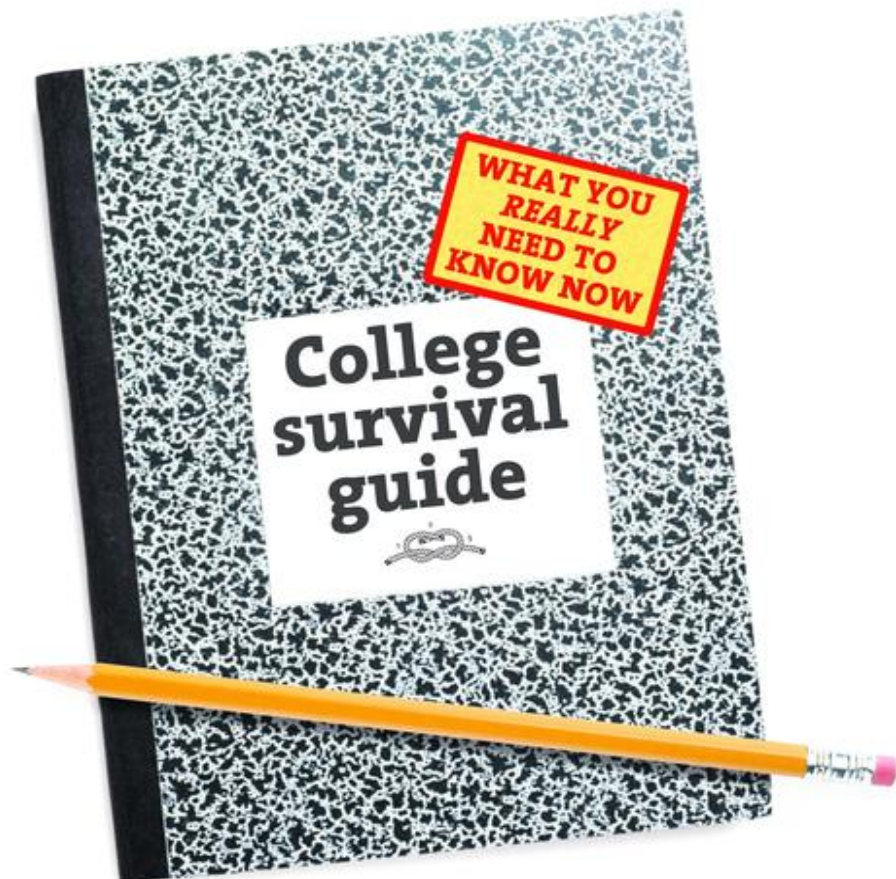


COLLEGE APPLICATIONS SURVIVAL GUIDE



College Application Student Checklist

Get Organized!

- Make a list of all the application pieces required at each school
- Be sure to write down all login usernames and passwords!

Send Test Scores

- If you listed colleges when you registered to take the ACT or SAT, these scores have already been sent to the college. The score report you received in the mail will list these colleges.
- If you need to send scores to colleges, go to:
 ACT: <http://www.actstudent.org> **OR** **SAT:** <http://www.collegeboard.org>
- Remember some colleges require SAT II subject tests for admission as well.

Start Your College Application

- Find an online application on the college website under the **Admissions** tab.
- Your school may accept the Common App, a school specific application or both.
- Start your application.
- If the Common App is accepted by two or more of your schools:
 - Create a Common App Account at www.commonapp.org
 - Complete FERPA Waiver in Naviance - Family Connection:
- On the **Colleges** tab in Naviance, click on **Colleges I'm applying to** and complete the blue-shaded box. This FERPA waiver must be completed BEFORE any of the steps below!
- It is recommended that you check "yes, I do waive my right to access . . ."

Turn in a Green ANR Form

- Turn in a green *Application Notification and Request Form* (ANR) AT LEAST 15 SCHOOL DAYS before the college deadline. A green ANR is required for EACH college where you apply, including Common Application schools and those requiring self-reported grades and coursework.
- Attach any required counselor forms.

Request Counselor Letters of Recommendation, forms or the School Report

Not all colleges require counselor letters of recommendation or a counselor forms. If your applications require these, AT LEAST 15 SCHOOL DAYS BEFORE your deadline:

- Complete and print out the *Counselor Rec Survey* in Naviance
- Print out any required counselor forms or school reports
- Attach any printed materials to the *Application Notification and Request Form* (ANR).

Request Teacher Recommendations

Not all colleges require teacher letters of recommendation. When letters are needed, AT LEAST 15 SCHOOL DAYS BEFORE your deadline:

- Go to your teacher in person to ask whether he/she would write a teacher recommendation.
 - Give a completed *Teacher Recommendation Request Form* listing the colleges where you want your letter sent, the due dates and whether they are Common Application schools.
 - Ask what other information the teacher needs to write a solid letter of recommendation. If needed, complete the *Student Information Form for Teachers*.

- ❑ Add the teacher recommendation request to Naviance
 - Under the Colleges tab, click on “colleges I’m applying to”
 - Scroll down to Teacher Recommendations and select “add/cancel requests”
 - Select the teacher and in the Notes section list the college(s) where the letter of recommendation should be sent, due dates and whether they are Common Application schools.
 - When you “update requests”, your teacher will receive an email and be able to upload your recommendation.

❑ **Check that ALL application materials were sent AND received!!**

Click on the “Colleges” tab in Naviance and select “Colleges I’m Applying To”, then:

- “View fetailed status of your requests” to see whether transcripts, counselor letters or forms were sent
- Look under “Teacher recommendations”. If status is “complete”, your teacher has sent at least one of your letters to one of your colleges electronically. This does not show if letters were sent by mail or whether multiple letters were sent. It is best to check your teacher, the College Career Center or your online application accounts to know if all letters were sent.

IMPORTANT: These steps tells you whether items were sent by JHHS. It is your responsibility to verify that the college has received all materials. If you applied online, log in to each college account or your Common Application account and check that your application is complete.

Once College Applications are complete...

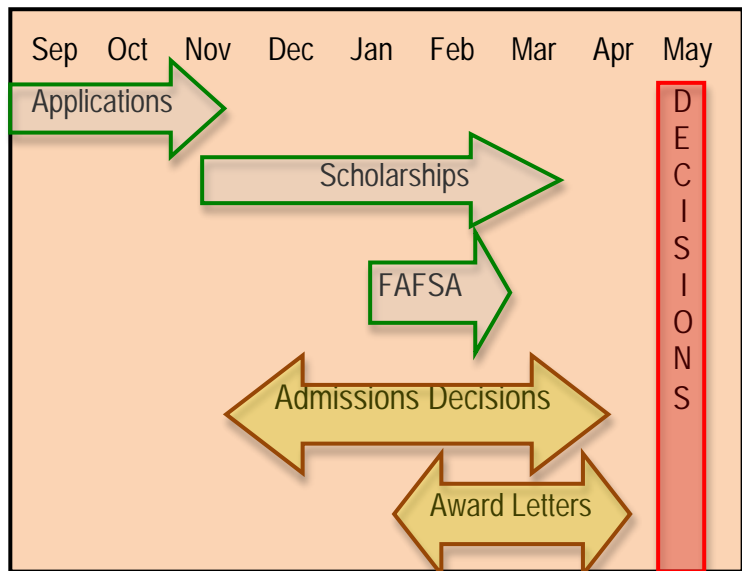
❑ **Financial Aid & Scholarships**

- Check the financial aid tab of each college website to see what financial aid forms are required. Some schools ask for the CSS Profile or their own school form in addition to the FAFSA. These may have early deadlines.
- Fill out the FAFSA form between January 1st-February 10th at www.fafsa.ed.gov.
- Look for scholarships that match your talents and interests on college websites, scrolling announcements or in the local scholarships and National scholarship search engines found on the College Resources page of our website.

❑ **Thank teachers and counselors who helped you with this process!**

**JHHS CEEB/ACT Code:
140097**

Timetable for Senior Year



FOR MORE INFO ON:

- College selection
- Career & College Events
- Financial Aid
- Scholarships

Check out the JHHS College Resources Webpage:

- Go to the JHHS homepage
- Click on Student Resources
- Select College Resources

For **EACH & EVERY** college application you submit, you must complete an

Application Notification and Request Form (ANR)

You will find this GREEN form on the corner of Mrs. Emery's desk when you first walk in the College Career Center

Be sure to attach to the ANR:

- ✓ Your Counselor Rec Survey
- ✓ Any required counselor forms
- ✓ Any needed payment for your transcript(s)

Application Notification & Request (ANR) Form

STUDENT MUST: 1) Allow 15 SCHOOL DAYS to process transcript requests.
2) The first 3 copies of transcripts are free. Attach \$1.00 each for additional copies.

APPLICATION TYPE

- College application
• Using the Common App? Yes No
- Scholarship application
- Other: _____
- I am filing: online application paper application
- Deadline: _____

APPLICATION PIECES

- Transcript required
- Self-reported grades/ No transcript required
- Counselor Form or School Report required
- Counselor letter of recommendation required
- Attached are any required paper forms
- Student will pick-up transcript

Student Name _____ ID# _____

Student Signature _____ Date _____ Counselor _____

Name (College/Scholarship/Other): _____

City _____ State _____ Zip _____

FOR OFFICE USE ONLY:

Counselor form: eDocs Mailed Emailed
Counselor Letter: eDocs Mailed Emailed
Transcript Issued _____ eDocs - Mailed - Picked-Up _____ Fee _____

Students - ask your teachers if they would like this form completed

John Hersey High School Student Information Form For Teachers

The information requested on this form is what colleges and scholarships indicate is most helpful in making decisions. Help your teachers prepare an effective letter of recommendation. Be sure to:

- Complete one form for each teacher writing you a recommendation.
- Answer each question honestly and completely. If you need more space, use a separate piece paper
- Give your teacher **AT LEAST 3 WEEKS** to write this letter.
- If you are asking the teacher to mail a teacher evaluation form or recommendation, please provide a pre-addressed envelope and stamp.

Student name: _____ ID #: _____

Teacher: _____ Course/Level: _____

1. Why did you enroll in this class?

2. How did this class help you grow as a learner?

3. What do you see as your greatest achievement in this class? Describe any significant projects or papers that made you proud or ways you stood out in the class?

Upcoming College Rep Visits can be found on Naviance under the College Tab

college visits

	College	Date	Location
information attending (cancel)	Drake University	9/11/12 9:30 AM	CCC
information sign up	Grand Valley State University	9/11/12 10:30 AM	CCC
information sign up	American University	9/12/12 8:30 AM	CCC
information sign up	St. Norbert College	9/13/12 1:35 PM	CCC
information sign up	Washington University in St. Louis	9/18/12 8:30 AM	CCC
information sign up	St Mary's/Winona MN	9/18/12 9:30 AM	CCC

SAMPLE COLLEGE REP PASS

Blue passes are available in College & Career Center at Mrs. Emery's desk

PASS TO SEE COLLEGE OR CAREER REPRESENTATIVE		
To the Student: This is the only pass you will receive. Give to teacher for signature prior to coming to the College & Career Center.		
_____	_____	
Student Name		ID#
Has requested a pass to see the College Rep from		

Who will be at John Hersey High School at:		
_____	_____	_____
Time	Day	Date

		Authorized Signature

Time left class		
_____	_____	
Time returned		Teacher's Signature

SUMMARY

- Use Yellow Organizer to list application pieces
- Fill out College Application

4 weeks ahead of application deadline

- Send test scores from ACT or SAT websites
- Fill out the Senior Interview Survey on Naviance & PRINT IT OUT!

3 weeks ahead of application deadline

- Fill out the green Application Notification & Request form in the CCC
 - Attach copy of your Senior Interview Form
 - Attach any Counselor/School Report Forms
 - Attach your \$1 payment (first 3 are free)
- Fill out green Teacher Recommendation Request form & ask teacher if needed

Now what????

- Start thinking about financial aid & scholarships