

## Helpful Information During the College Process

### *Class of 2022*

### **Recommendation Letters**

#### ***Teacher Letters***

The student should personally ask two academic teachers for a letter of recommendation.

The student must complete and submit the *Teacher Request for Recommendation* to the selected teachers (preferably teachers from junior year).

Please allow a minimum of one month's notice for letters to be written for any request made after September 15th.

Letters will be uploaded onto Naviance by each recommender and will not be given to students, as they are confidential.

#### ***Counselor Letter***

Each student must complete the *Senior Profile* AND *Activities Record* surveys. *Parent/Guardian Brag Sheet* should be returned to the guidance office before the end of the school year.

### **Ways to Apply**

***\*Before creating online accounts, please verify which application is used by the schools to which you are applying. This information can be located on each college/university website.***

### ***COMMON APPLICATION***

- This is an online application used by approximately 800 colleges and universities.
- It allows you to submit to multiple colleges and universities.
- It is usually updated from year to year (typically available starting AUGUST 1).
- Go to [www.commonapp.org](http://www.commonapp.org) to create an account, if applicable.

### ***COALITION APPLICATION***

- It is an online application used by more than 140 colleges and universities.
- Go to [www.coalitionforcollegeaccess.org](http://www.coalitionforcollegeaccess.org) to create an account, if applicable.

### ***COLLEGE WEBSITE***

- Go to the college/university website to apply online (if a school does not use the Common or Coalition Applications).

### **The Most Common Types of Admission**

#### ***Early Decision (ED)***

- ED is **binding** through a contractual agreement between the student and the college.
- If accepted, the student **MUST** attend.

#### ***Early Action (EA)***

- EA is **non-binding** and non-contractual.
- The student can apply to multiple colleges through early action.
- If the student is accepted, the student has the **OPTION** to attend.

#### ***Rolling Admission***

- As soon as your application packet is complete, schools will generally make a decision on your acceptance within 8-10 weeks.

#### ***Regular Admission***

- These deadlines may fall in early January, with offers of admission sent in March or April.

***Please note: Other types of admissions plans are offered by colleges/universities. Be sure to select the plan which is best for you, abide by all application deadlines, and submit all necessary requirements.***

#### **Student & Counselor Responsibilities**

***The STUDENT is responsible for:***

- Submitting the application
- Submitting the essay/personal statement (included in the application)
- Requesting official transcripts
- Meeting with his/her counselor in the fall **prior** to requesting any transcripts
- Self-report grades and/or test scores, if required
- Requesting that the College Board or the ACT send official score reports to colleges, if required
- Paying the application fee

***Please note: Some colleges allow students to self-report scores and grades; students must research and confirm the reporting requirements for their prospective colleges. Official scores should be sent directly from the testing agency if a school requires official scores and does not accept self-reported test scores.***

***The COUNSELOR is responsible for:***

- Submitting the transcript, secondary school report, and mid-year report, when available
- Submitting counselor and teacher recommendation letters

#### **Financial Aid**

##### ***FAFSA***

- **Free Application for Federal Student Aid (FAFSA)** is an application used to distribute **federal funds**.
- Students graduating high school in 2022, may begin filing the FAFSA beginning October 1, 2021 for the 2022-2023 school year.
- You will need tax information from 2020 in order to complete the FAFSA.
- Visit [www.studentaid.ed.gov/sa/fafsa](http://www.studentaid.ed.gov/sa/fafsa) when you are ready to file the FAFSA.

##### ***CSS Profile***

- The CSS Profile is an application used by certain colleges and scholarship programs to award **institutional aid funds**.
- Check to see if your college or university requires you to fill out the CSS Profile.

- A list of participating institutions is available on the College Board website.
- It is available after October 1<sup>st</sup> of every year, but deadlines vary from school to school.
- Go to [www.css.collegeboard.org](http://www.css.collegeboard.org) for information on the CSS Profile.

### **Miscellaneous**

- Please work on applications and essays over the summer, BUT **do not submit them**; school documentation needs to be processed accordingly.
- Remember to meet with your counselor in late September.
- Information regarding transcript requests will be issued when you meet with your counselor in the fall.
- Please be mindful of all deadlines.
- Submit Transcript Request Forms by the guidance deadline(s) for the corresponding college application deadline(s).

### **Deadlines**

#### ***College Application Deadline***

October 15  
November 1  
November 15  
December 1  
December 15  
January 1

#### ***Guidance Deadline***

September 24  
October 9  
October 23  
November 4  
November 16  
December 2

