

Senior Packet



The College Application Process

STEP 1 – PREPARATION

- Research schools (i.e. campus visits, Naviance, college websites (.edu), college fairs, Collegeboard, etc) **College Night – Tuesday, Oct. 20**
- Narrow down your criteria and if you meet theirs (i.e. 2 Reach, 2 Good Fit & 2 Safety schools)
- Colleges look at GPA, Rank, SAT/ACT Scores, types of classes that you took/are taking, your essay, possible interview, extenuating circumstances, and extracurricular activities (clubs, activities, sports, community service, leadership).
- Athletes - Register for NCAA at www.ncaa.org (make sure you meet core requirements)
- Beware: colleges/potential employers are looking at your social media! (Do not put anything online that will negatively affect you.)
- Naviance – Family Connection

Notes:

STEP 2 – STANDARDIZED TESTS

- Register (be aware of deadlines)
- Fee (standard, late & waiver) – waiver now covers late fee
- STUDY!
- Score reports (unofficial & official; fee for more than 4)
- Take more than once, but not more than 3x (unless taking subject tests)
- SAT vs. ACT

Notes:

STEP 3 – APPLICATION

- Online preferred (can save & go back)
- School website or Common Application/Naviance
- Recommendations (give 2-3 weeks notice) – Naviance
- Essay (have proofread & edit)
- Fee (or waiver – x4 – if you used an SAT waiver)
- *Be aware of deadlines* (**EOF**, Early Admission/Action, Early Decision/Binding, Regular, Rolling)
- Tasteful/professional email address

Notes:

STEP 4 - TRANSCRIPTS

- When you apply, notify your counselor if you are submitting through Naviance. If not please provide the address or fax number. At that time, include any *Secondary School or Counselor Report* that requires completion by your counselor.
- Rutgers SRAR
- Give 1 week notice

Notes:

STEP 5 – FINANCIAL AID & SCHOLARSHIPS

- Financial Aid – File your FAFSA (**FREE** Application for Federal Student Aid) at www.FAFSA.ed.gov. Income tax info is used to complete the fafsa so it's best to have tax returns on hand; however, if your parents do their taxes online, the IRS account will connect to the FAFSA website to save time. (*Your parents can submit the FAFSA application before Jan. 1, using their 2014 tax return, but your college may audit at random and ask for 2015 info – therefore, have your parents file their 2015 taxes ASAP.)
- NJStars – top 15%
- Educational Opportunity Fund/Program (EOF/EOP)
- Scholarships – Merit based = based on good grades or SAT scores. Need based = based on family income. National, from the college, and local. Local scholarships will be posted in February. You can go to search engines (i.e. Naviance and College Board) to look for other opportunities.

Notes:

APPLICATION PROCESS CLASS OF 2016




Each college has its own application process, with its own set of deadlines and requirements. Provide each college with exactly what they require.

Your application is just one part of the whole application process. There are **FIVE** parts for you to manage:

1. **Your application** – including essay
2. **School forms** – this includes your transcript, school secondary report, school profile and counselor recommendation (sent by counselor)
3. **College Essay**
4. **Letters of recommendations**
5. **SAT or ACT scores, SAT Subject Test Scores** (sent by YOU)

YOU are in charge of making sure all 5 parts to your application package arrive prior to the deadline. This packet will outline the procedure for sending school forms and recommendations through Naviance and through the mail.

Linden High School will be using Naviance/eDocs for our electronic submission of official **school forms** and **recommendations**. This system delivers to over 1200 colleges. Naviance uses 3 different symbols to illustrate how each college accepts applications:

-  Common Application-accepts applications through commonapp.org
-  eDocs – accepts their own online applications through their college website
-  Mail only-accepts applications only through the mail, not electronically

Before you get started, remember to use your official name as listed in NAVIANCE consistently throughout this process. **Keep track of all username log-ins 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 commonapp account in **“My Colleges,”** list all colleges you are applying to via the Common Application. Double-check to make sure your colleges are all listed there. **THIS IS THE PART THAT LINKS TO NAVIANCE. IN ORDER FOR US TO SEND SCHOOL FORMS ELECTRONICALLY THROUGH NAVIANCE YOU MUST HAVE YOUR COLLEGES LISTED HERE on commonapp.org.**
3. Once you have created a Commonapp.org 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 > Colleges > “Colleges I am applying to”, enter the email address used to sign into the Commonapp to match your accounts. WE CANNOT SEND ANY DOCUMENTS UNTIL YOU DO THIS
2. In your *Naviance account* > *Colleges* > **“Colleges I’m applying to,”** add the colleges to which you are going to apply.
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,”** prepare your material and make an appointment to see your school counselor to submit your transcript.

STEP 3: Transcript Requests

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. Please be sure to notify your counselor where to send your transcripts and supplemental materials.

STEP 4: Counselor Recommendations

1. At least two - three weeks prior to your first deadline, you must provide your counselor with:
 - Your Recommendation Request form

This form is crucial in making sure your counselor can write the most effective recommendation possible for you. Fill it out carefully and thoughtfully.

*All forms are available in Naviance (About Me>Surveys to Take), on the school website, or in Guidance. Remember, we are writing many recommendations for students within a short period of time. It is in YOUR best interest to complete and turn these forms in as early in the year as possible.

IMPORTANT NOTES

1. Recommendation request forms must be turned in to Guidance at **least 2 -3 weeks** before your first deadline.
2. Our CEEB code number is **310695**.
3. We do rank.
4. A final transcript will automatically be forwarded to the school you plan to attend based on completion of your senior year.

ATTENTION RUTGERS APPLICANTS:

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.

All information and FORMS are posted on the LHS website (School Counseling Department link>College Info>Senior forms)

STEP 5: Letters of Recommendation

1. Based on what your colleges require, ask your teachers IN PERSON if they would be willing to write a letter of recommendation for you. (You must check your colleges' requirements for recommendations).
2. Once you have the teacher's verbal approval, log into Naviance>"Colleges">"Colleges I'm Applying to"
3. Scroll down to "Teacher Recommendations"
4. Click on "add/cancel requests"
5. Under "Add New Requests," select your teacher's name from the drop-down menu. Repeat this step for additional recommenders.
6. Click on "Update Requests"

If the teacher is not listed in the drop-down menu please see your counselor

TEACHER RECOMMENDATION ETIQUETTE

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 often 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 35 letters!
2. **Always ask for a letter of recommendation in person – Do this every time you make the request.** Many teachers have been contacted by e-mail, and some have simply had envelopes placed in their mailboxes with no personal contact. This is not acceptable. First ask in person, *then* go to Naviance and add new teacher request.
3. **Any follow up should also be in person** (i.e., providing envelopes, checking on due dates).
4. **Provide all of the necessary information in an organized manner.**
5. **Ask sooner rather than later.** Please give teachers and counselors at least 2- 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.

Thank you for following these guidelines. In return, you will benefit from quality letters of recommendation from both your teachers and school counselors.

FREQUENTLY ASKED QUESTIONS WHEN APPLYING TO COLLEGE

Please keep the following points in mind as you fill out your applications:

- Senior class size is **413**
- Graduation date is **June 24, 2016**
- Linden High School GPA is **weighted**
- Linden High School GPA is on a **100 point scale**
- Linden High School code is **310-695**
- Report your SAT scores through **www.collegeboard.com**
- Report your ACT scores through **www.actstudent.org**
- School address:

**Linden High School
121 W. St Georges Avenue
Linden, NJ 07036**

- Counselor Contact Info:

Mrs. Augustyniak – Haugustyniak@lindenps.org

Mrs. Crawley – Rcrawley@lindenps.org

Ms. Ioannidis – Dioannidis@lindenps.org

Mrs. Juliano – Ljuliano@lindenps.org

Ms. Vetter – Svetter@lindenps.org

Ms. Waite – Cwaite@lindenps.org

**There is a college fair, Tuesday, October 20th at 7:00 PM at LHS, in the gymnasium. We encourage you to attend! For more information, ask your counselor.*