

## GRADE 12

### HOW DO I APPLY TO COLLEGE??

☐ **STEP 1: Apply!** Set up an account at the college website and apply online (colleges prefer it). *Keep user names & passwords stored in a safe place; you will access it frequently.*

- Pay any application fees by credit card or send directly to the college.
- Know your deadlines and admissions requirements!
- **Free or Reduced Lunch?** Talk with your counselor about application waivers
- Check your email often—colleges expect it!

### ☐ **STEP 2:**

Add colleges in **Naviance Student** (COLLEGES tab)

- Click on **Colleges I'm Applying To**
- Click the pink "+" to add all colleges to which you have applied or plan to apply in the fall
- Select "App type" and how you will submit your application to each college (via Common App, direct to institution or "I'm not sure yet")
- Click "add application"
- At the end of the school year, you will update your college application results based on this list

*Know your Family Connection User Name & Password!*

**FAMILY CONNECTION** link is at top of RHS Website:

- 1) **USER NAME?** Student ID
- 2) **PASSWORD?** Student ID

### ☐ **STEP 3: Transcripts**

– Order official transcripts by completing a **Transcript Request Form** in the Counseling Office (\$5/per college includes sending a final year transcript)

**Note: SENDEDU is not a substitute for this step.**

**-You must indicate if you used the Common App or not for each college on the Transcript Request Form. This must match what you indicated in Naviance Student.**

- **Mid-Year Transcripts-** ONLY if required by the college, must be requested, in addition to the initial transcript, with grades posted from Trimester 1

- **Final Transcripts** are sent in end of June as designated by students on the Senior Survey seniors take in May.

☐ **STEP 4:** Your official ACT/SAT Scores **must** be sent directly from ACT/SAT to the colleges you are applying. Use the web pages listed below to order and send official college entrance exams.

**ACT** ([www.actstudent.org](http://www.actstudent.org))

**CollegeBoard (SAT)** ([www.collegeboard.org](http://www.collegeboard.org))

## KNOW YOUR APPLICATION DEADLINES!

### COLLEGE APPLICATION FAQ's:

**What is The Common Application?** – Only some seniors will use the **Common Application**. Seniors using the Common Application are strongly encouraged to attend a Common Application Workshop on September 19 or 21 at 6:50am.

- You must indicate for each college in Naviance Student if you are using the Common App or not.
- You must complete the "Match Accounts" step in Family Connection if you are using the Common App for one or more colleges.

**Do I need a Recommendation Letter?** Few colleges require letters of recommendations. Check with each college for specific requirements. **PLEASE do not ask a teacher or counselor to write a letter on your behalf if the colleges do not require it.**

### **IF YOU NEED A LETTER OF RECOMMENDATION**

- 1) Pick up a Letter of Recommendation Request Form (blue) from the counseling office & **follow directions listed on form.**
- 2) Meet with your teacher in person to request your letter of recommendation and give completed Letter of Recommendation Request Form to the teacher. Teachers will not process requests for letters of recommendation without this blue form.
- 3) Allow two full weeks to process a letter of recommendation for each teacher and counselor.

**When do I have to make a decision on what college to attend?** May 1<sup>st</sup> is the National Day of Intention when colleges ask that you notify them of your decision. You will receive all of your Financial Aid Award letters by this time.

**Where do I find Scholarships?** Check out the RHS Counseling webpage for scholarship search websites and the local scholarship listing on **Naviance Student**. The local RHS Senior Scholarship application will be available by the end of February. Watch the announcements!

**How do I send my transcript to NCAA?** 1) Make sure you complete the NCAA eligibility process through [www.NCAA.org](http://www.NCAA.org)  
2) Add NCAA in Family Connection under the Colleges tab / Colleges I am Applying to. 3) List the NCAA on the Transcript Request Form and turn in to the Counseling office.

**When do we fill out the FAFSA?** The FAFSA (Free Application for Federal Student Aid) goes "live" on October 1<sup>st</sup> of each year. [[www.fafsa.ed.gov](http://www.fafsa.ed.gov)]