



**AFSA High School  
Steps to Submit College Applications  
2018-2019**

**College, University, or Scholarship Application Guidelines**

(NOTE: NOT for use with The COMMON APPLICATION. See Common App guidelines sheet instead.)

**Step 1: COMPLETE COLLEGE APPLICATIONS at each college's official website.**

It is your responsibility to submit the following: application, application fee, essay, activity sheet or resume, and/or miscellaneous components such as a portfolio or request for an audition. (Fee waivers are available for eligible students.)

**Step 2: ADD COLLEGES TO YOUR APPLY LIST** – In your NAVIANCE Family Connection account, click on 'colleges', then 'colleges I'm applying to'. Add all colleges to your apply list and choose correct deadlines. **IMPORTANT:** Keep this list updated so Ms. Loquasto can track your applications!

**You must allow a minimum of 15 SCHOOL DAYS to process your transcript/recommendation request!**  
(Example: Application Deadline = November 1, 2018; Transcript Request & Letter of Recommendations Must  
Be Made By = October 8th, 2018)  
**REQUESTS MADE THE DAY BEFORE OR THE DAY OF WILL NOT BE PROCESSED!**

**STEP 3: TRANSCRIPTS** – Once you complete Steps 1-2, you must request official transcripts to be sent to your colleges. Fill out the Student Transcript Request Form and either turn this in to the main office.

**Step 4: COUNSELOR FORMS** – If required by the college, your counselor will send necessary online school report forms in addition to your transcript. (There are many colleges and universities that do NOT require a Counselor form or recommendation.) If you are required to submit a Counselor recommendation, you **MUST** ask in person first and turn in a completed Request for Letter of Recommendation.

**Step 5: TEACHER RECOMMENDATIONS** – First you must *present yourself IN PERSON to the teacher to ask if they agree to write a letter for you.* If they say "YES", you must give them a **completed request for letter of recommendation.** *Be sure to THANK THEM and follow up on application results!*

**Step 6:** You must submit your ACT and/or SAT scores directly from the testing agency to the college. Log in to your account(s) on [www.actstudent.org](http://www.actstudent.org) (ACT) or [www.collegeboard.com](http://www.collegeboard.com) (SAT) to send scores. **AFSA does NOT send official test scores.**

**Step 7: Follow up!** To view the status of your application package, check the college website. *Remember your username and password for application accounts!*

AFSA High School's CEEB Code  
is: 241393