

The Application Process Overview 2024: Student Responsibilities IHS

1) Research

- Select 4-8 colleges - consider cost, selectivity, size, geographical location, majors, etc. Please make sure at least one safety is included, in addition to “fit” schools that aren’t highly selective.
- Add all these colleges to the “colleges I am applying to” list in Naviance and keep the list updated as you add schools where you will submit applications.

2) Application

- Consult Interlake College Application Process documents. These can be found on the [IHS website](#) and in the Class of 2024 Teams channel (check “Files” in the different tabs, as well as the “conversation” for useful links).
- Make a Common Application account <https://www.commonapp.org/>. Match your Common App account to Naviance (very imp!). *Please do not use Coalition—it does not work well with Naviance.*
- Check application deadlines! Every school is different, and the deadlines will change.
- Create a professional email address only used for college applications, scholarships, etc. Do not use your school email as that will not be accessible after your graduate.

3) College Essay/Supplemental Forms

- Check essay/supplemental requirements for each school and proof-read essay before sending.

4) Counselor Letter of Recommendation

- Meet with your counselor during Senior Blitz appointment in September/October. Ask for a letter of rec if you haven’t already!
- *Complete all required components for a counselor letter of rec by Oct 2nd*--Academic Resume in Naviance, Teacher Feedback (electronically), Naviance survey and parent brag sheet.
- Turn in FERPA waiver form to Ms. Lin in the counseling center and indicate that you will waive your rights on your www.commonapp.org account.
- Keep in contact with your counselor if you add more schools to your college application list.

5) Teacher Recommendations

- Ask two teachers for a recommendation letter (check recommendation requirements for each school to make sure you do not need more than two). Do not ask more than two teachers. General protocol is to choose one “humanities” subject (English/Soc St) and one “STEM” subject.
- Send electronic request through Naviance. Provide ample time. Ideally students will make all requests by October 1st.
- Provide teachers with stamped, addressed envelopes for each college that you are applying to if your school does not accept electronic documents through Naviance. This is rare.
- Send a Thank You note for all letters of recommendation sent on your behalf. This is good etiquette.

6) Standardized Test Scores (SAT/ACT/)

- Once you have applied to a school, you must request scores be sent directly from collegeboard.com or actstudent.org (there is a fee for each school requested), IF you are choosing to send your scores (and if the school accepts them).
- Almost every school will accept either the SAT or ACT IF they require exams, so you can choose which test to send depending on your scores for each test.
- Check to see if the schools you are applying to are Test optional or Test Blind. UW Seattle is test blind in initial read of applications. See info: <https://admit.washington.edu/apply/freshman/how-to-apply/test-scores/>

7) FAFSA/CSS/WASFA

- Visit fafsa.gov to request Financial Aid. The applications will be open in December (date TBD). Lots of changes to the FAFSA this year so alert your families if they have been through this before.
- Fill out the CSS Profile if your college requires it. Check application requirements of individual institutions
- You may be eligible for the WASFA <https://readyssetgrad.wa.gov/wasfa>

8) Transcripts

- Request Transcripts in Naviance and turn in FERPA waiver to the counseling center.
- Allow at least 10 school days' notice for any transcript to be processed and sent out.

9) Senior Grades

- Make sure to continue to do well in your senior year classes.
- Many colleges will review 1st semester and final senior grades and acceptance decisions can be rescinded, so make sure to try your best.

8) College Decision: Once you are accepted to a school, go on Naviance and update status! Let your counselor know your final decision and set attending college in Naviance. Interlake will send your final transcript at the end of the school year. Good Luck!