

# The Application Process Overview: Student Tasks

## 1) Research

- Select 4-8 colleges – consider: majors, cost, selectivity, size, geographical location, etc. SuperMatch in Naviance is a useful tool which will help with this process.

## 2) College Application List

- Add all these colleges to the “**colleges I am applying to**” page in Naviance, and keep the list updated as you add schools where you will submit applications.
- This is the list your counselor & teachers will use to submit your transcripts, feedback forms and letters of rec to the colleges you are applying to.
- **Guaranteed Admission Program** – Qualifying BSD seniors will receive guaranteed admission to 5 Washington colleges & universities (excluding UW). Ensure your contact information can be released to Washington State higher education institutions (ParentVUE). See: <https://bsd405.org/nhs/wp-content/uploads/sites/2/2022/10/GAP-Website.pdf>

## 3) Application

- Consult **College Application Overview** and **College Planning Resources** found on the College Applications page of the Counseling website.
- Make a Common Application account and a Coalition account, *if needed* <https://www.commonapp.org/> and <http://www.coalitionforcollegeaccess.org/>.
- Check application deadlines! Every college is different, and 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.
- Consider using an application organizer to keep track of application deadlines. Example: <https://docs.google.com/spreadsheets/d/13-4tqWTDmurVOWfy87SLB-I9ip6E9Xl96hdOEGhazfc/edit#gid=0>

## 4) College Essay/Supplemental Forms

- Check essay/supplemental requirements for each school and proof-read essay before sending.
- Start on the essay during the summer before 12<sup>th</sup> grade.

## 5) Counselor Letter of Recommendation (LOR)

- Meet with your counselor during Senior Blitz appointment (between Sep-Nov). Ask for a Counselor LOR, *only if needed*, for private universities!
- If Counselor LOR is needed, fill out a copy of **Counselor LOR Packet for Private Universities**, (available in Naviance Documents and on the Counseling Website). Entire packet must be completed and returned to your counselor **three (3) weeks** prior to the first college deadline.
- Keep in contact with your counselor if you add more schools to your college application list.

## 6) FERPA Waiver

- Turn in a signed FERPA waiver form to the counseling center secretary, and also indicate that you will waive your rights on your [www.commonapp.org](http://www.commonapp.org) account. We must have the FERPA on file if you want us to send transcripts to any university.

## 7) Teacher Recommendations

- *If needed*, ask 1-2 teachers for a recommendation letter (check recommendation requirements for each college to make sure you know how many letters you will need). Most public universities do not need letters of recommendation. You may ask your teachers for a LOR in the spring of junior year or the fall of senior year.
- Send electronic request for LOR through Naviance. Give teachers at least *3 weeks* to write their letter. Ideally students will make all requests by October 1st.
- If your college does not accept electronic documents through Naviance (this is rare), provide teachers with stamped, addressed envelopes, for each college that you are applying to.
- **Send a *thank you note*** for all letters of recommendation sent on your behalf. Showing your gratitude is appreciated, since writing letters takes a lot of time outside of a teacher's workday.

## 8) Standardized Test Scores (ACT/SAT)

- Check college websites to see if the schools you are applying to are Test Optional or Test Blind. UW Seattle is test blind on their initial read of applications.
- If you apply to a college that requires the ACT or SAT, you must request scores be sent directly from collegeboard.com or actstudent.org to the university (there is a fee for each school requested).
- Almost every university will accept either the SAT or ACT. So, you can choose which test to send, depending on your scores for each test.

## 9) FAFSA/CSS/WASFA – Financial Aid & Scholarships

- Visit [www.fafsa.gov](http://www.fafsa.gov) after October 1<sup>st</sup> to apply for Federal Financial Aid; many scholarships ask for FAFSA to be filled out, so it is best to fill it out, even if you don't think you will qualify.
- Fill out the CSS Profile if your college requires it. Check application requirements of individual institutions (sometimes required by private colleges).
- Unique immigration status or undocumented? You may be eligible for the WASFA – check it out and apply after October 1<sup>st</sup>: <https://readyssetgrad.wa.gov/wasfa>.
- Each university has their own financial aid process. Be sure to visit their websites to follow their unique instructions.
- Search for scholarships: Institution websites, Naviance, and utilize resources found here in the financial aid & scholarships section: <https://bsd405.org/nhs/counseling/applying-to-college/>

## 10) Official Transcripts

- Request Transcripts in Naviance (be sure to turn in FERPA waiver to the counseling center).
- Allow at least 10 school days' notice for any transcript to be processed and sent out.
- All students have access to an UNOFFICIAL transcript in StudentVUE.

### **11) Senior Grades**

- 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 hang in there and maintain a strong senior year.

### **12) College Decision**

- Once you are accepted to a college, update your status in Naviance! Let your counselor know your final decision and set attending college in Naviance.
- We will send your final transcript at the end of the school year. Good Luck!