

NORWALK HIGH SCHOOL SENIOR COLLEGE APPLICATION PROCESS



Application Guidelines



- Begin well in advance of the deadlines.

- Be sure to check for any school-specific supplements.

- List your intended major if you have one. “Undecided” is an appropriate choice.

- When asked to list activities, remember to include out-of-school activities as well. Clarify activities so that the admissions committee has a clear idea of its purpose and your commitment.



- Don't rely on spell-check. Proofread yourself and then have an adult proofread your application.

- For colleges that have more than one campus, please double-check that you have selected your intended location.

- Make sure that your essay is NOT school-specific, as it will go to all colleges that you indicate on the Common Application.



- Set up an appropriate email address to be used for college correspondence.

(For example, the following addresses are NOT appropriate: SexyRed@yahoo.com, BigDaddyMones@aol.com, or RichDollazOD@hotmail.com)

Tips for Online Applications



N Follow directions and complete all steps. It may be helpful to print the application directions so that you can check off the tasks as you complete them.

- Save your work intermittently.



- Use Microsoft Word to complete your short answer statements and essay → then copy and paste it into the appropriate boxes in the online application or upload it as an attachment directly from Word.

- If the application you are using does not provide adequate space to thoroughly explain your activities or achievements, you may also wish to use the “Additional Information” section or upload an activities list.



- View a draft copy of the application before you submit the final version. Look into an instance where it says “no information added” and if you didn’t intend to leave that area blank, return to the step where you can fill it in. Save a printed copy for you college files.



- After submitting your application, look for an email confirmation that your application has been received. Print and file the application acknowledgement.

Even if You are NOT Applying to any Common App Schools, you must still create a Common App Account – begin with Step #1

1. Go to www.commonapp.org and create an account for the current school year.

- Be sure to write down your username and password - NHS staff will not be able to access this information if you forget.

- Be sure to use the same email address for both Naviance and Common App – if you are unsure of your Naviance email or would like to update your Naviance email, please consult with your counselor BEFORE you create a Common App Account!

2. On the Common App, enter your high school information (Education section), add at least one college, and sign the FERPA Release Authorization.

NHS recommends that you do waive your right to access your records (further details to follow on next slide).

Do I waive my FERPA rights? Yes or No?

It is the student's choice but we recommend that a student clicks Yes and waive his/her right.

If a student does not waive his/her right:

- It may raise some red flags to the colleges
- It may appear as though the student has something to hide
- Colleges may feel that the student's letter has more integrity if he/she choose yes to waive his/her rights
- Teachers may chose not to write a student recommendation if they feel they cannot represent the student with authenticity

3. Go to the Common App Account Matching process in *Naviance Student* – be sure to check that your Naviance email address is the same email address you used when registering for the Common App.
4. Every student must also submit a Records Release Form to his/her counselor. If this form is not received, counselors will NOT submit any college application materials to any colleges.

Follow These Steps To Ensure Successful Submission of Your College Applications

5. Requesting materials for college applications via *Naviance Student* for both Common App and non-Common App schools

Requesting teacher recommendations:

Students must submit a completed Teacher Recommendation Form (FOUR weeks prior to your earliest application deadline) before adding that teacher to the recommendation-requests in Naviance. An electronic recommendation request through Naviance without this form is NOT sufficient!

Before asking a teacher to write a letter of recommendation be sure to check on how many letters of recommendation are required by the colleges you are applying to and remember...Colleges will only read what they have asked for. More is NOT better!

You will not be able to view the recs via Naviance, but you may ask the teacher to read the rec that he/she wrote before it is uploaded.

IMPORTANT: Students cannot assign teacher recommendations to schools. Students must therefore pay careful attention to the number of recommendations each school allows and requires. Students must indicate this information on the Teacher Recommendation Request Form.

How to request teacher recommendations via Naviance:

1. After Matching your Naviance & Common App accounts:
Colleges > Apply to College > Letters of Recommendation
2. Click the Add/Cancel Requests link.
3. Select a teacher from the drop-down menu & determine whether the respective LOR should be sent to specific colleges or to all colleges on your list.
4. Enter a personal note, optional.
5. Repeat steps 3 and 4 for up to four teachers.
6. Click the Update Requests button to complete the request.



Requesting counselor recommendations & transcripts:

Check to see if the colleges you are applying to requires a letter of recommendation from your counselor.

If a counselor recommendation is required, you should submit a completed Student-Counselor Recommendation Form and a Parent Profile Form to your respective counselor - FOUR weeks prior to your earliest application deadline.

You must also complete a “College Application Processing Form” (next slide) for EACH college that you are applying - on each form, check off whether or not a counselor recommendation is required.

This form must be handed in at least 15 school days prior to the application deadline.

A transcript cannot be sent without a college application processing form.

Note: If a student wants to request a transcript for NCAA purposes, he or she must submit the request through the NCAA website. Any questions can be addressed via Mr. Surace in B-house.



BE SURE TO CHECK YOUR NAVIANCE EMAIL ACCOUNT AS STAFF MEMBERS MAY SEND NOTES VIA NAVIANCE REGARDING YOUR REQUESTS!

College Application Processing Form

COLLEGE APPLICATION PROCESSING FORM

School Counseling Office

(203) 838-4481

This form must be handed to your guidance counselor at least 15 school days prior to the application deadline

College Application Deadline	Due in Counseling Office No Later Than
November 1	October 15
November 15	November 1
December 1	November 15
December 15/January 1	December 1

RECEIVED STAMP

Application Deadline Date _____

Student's Name _____

Student's Cell Phone Number _____

Name of College _____

ED EA RD RO

Major _____

Email _____

City, State _____

Sending Mid-Year Reports:

Mid-year grades are NOT sent automatically.

Students requesting a midyear report-card must notify their counselor via email; any additional requests made on behalf of the college must be forwarded to the counselor and should include the contact information for the admissions representative.

Special Note regarding Naviance eDoc Icons:

Some colleges may have a RED STAMP and not a blue monitor next to them. RED STAMPS indicate that this college does not receive materials electronically through Naviance. Students are responsible for providing teachers and counselors with the appropriate forms , as well as stamped and addressed envelopes. Teachers will mail their own respective recommendations/forms and counselors will mail their own recommendations/forms along with transcripts.

Student Follow-Up:

- Track the status of your requested recommendations
- Update college acceptance results in Naviance
- Indicate the college that you have decided to attend in Naviance

6. Add non-Common App Colleges to the *Colleges I'm Applying To List in Naviance Student*

Before adding any colleges to your application list in Naviance, you should check the Common App website to determine whether or not the colleges for which you are applying are participants of the Common Application. *Students should NOT manually add Common App Colleges to their Naviance college list otherwise duplicate colleges will appear.*

After the matching process is complete in Naviance – the colleges that are listed in a student's Common App list will automatically pull into the student's active Naviance list. Therefore, students should ONLY manually add NON COMMON APP schools to their application list in Naviance.

How to add non-Common App Colleges to the *Colleges I'm Applying To List in Naviance Student:*

1. Click the Colleges tab.
2. Click Colleges I'm Applying To.
(From the Colleges I'm Thinking About list, check the college and click Move to Application List)
3. Click Add to This List.
4. Click Lookup.
5. Find a college he or she is applying to and click the link with the college name.
6. The college is added to the College column. The student should continue adding colleges until they are all added.
7. Indicate the type of application, if a transcript is needed and whether the application has been submitted.
8. Click Add Colleges.

If you DO NOT enter your Non-Common App colleges - NHS cannot send your materials!

7. Immediately after you have successfully submitted your application(s), please return to your counselor a fully completed College Application Processing Form for EACH school.



8. Send your SAT I and/or ACT scores (SAT II and AP scores if applicable) to ALL schools to which you are applying. Score submission is YOUR responsibility! Test scores are NOT on the transcript and NHS will not send scores on your behalf.

www.collegeboard.org OR www.act.org



9. Check your email routinely for time-sensitive correspondence from the colleges to which you've applied. Please act accordingly regarding any requests for missing or additional information.



10. Write a Thank You note to everyone who wrote a letter of recommendation for you!



11. Check with the colleges where you applied to be sure that they have received all the materials (application, application fee, supplements if required, transcript, letters of recommendation, official SAT/ACT scores) submitted on your behalf?

Overview:

Who sends what to the College/University?

- **Students sends:**
 - Application
 - Fee
 - Essay
 - Resume (optional)
 - Supplement (if required)
 - SAT/ACT scores via testing services
- **Teacher sends:**
 - Their recommendation
- **Counselor sends:**
 - Official transcript
 - 1st Q Grades (if available when student submits application or by student request)
 - Midyear Report (by student request)
 - Final transcript (by student request)
 - School profile
 - Secondary School Report (if required)
 - Counselor recommendation (if required)

\$\$\$ Reminders...

- Be sure to complete Financial Aid paperwork ON TIME!
- Find out what forms are required by each college and the deadline dates for each school.
- All schools require the FAFSA: Free Application for Federal Student Aid – www.fafsa.gov.
- Many colleges require a CSS profile as well.
- Be sure to contact the financial aid office if you have questions.
- Attend NHS Financial Aid Night – date TBD
- SCHOLARSHIPS: Check the NHS website and Naviance for scholarship information on a regular basis. The common scholarship application is typically distributed around the beginning of January and due back around the 1st of March.

Additional Reminders...

- Senior year grades DO count! Admission to college is contingent on your FINAL transcript. Keep working hard!



- Your school counselors love hearing good news...let us know about your college acceptances and update that information via your Naviance account!

Visits with College Reps

- College representatives typically visit NHS through mid-November. Please be sure to check Naviance for the updated list of which colleges will be visiting us!
- Please keep in mind that you must **print out a pass from Naviance**(see below) and alert your teacher that you may be missing some class time. Additionally, you will still be responsible for any work missed during this time. Staff will be monitoring the Career Center to make sure that no students are abusing this privilege.
- In order to view the **College Representative List, Sign Up for a Meeting, & Print a Pass**, please follow the steps below:
 - **Log onto *Naviance Student***
 - **Click >College Tab**
 - **Click> view all upcoming visits**
 - **Select College Visit**
 - **Click> sign me up**
 - **Print out this screen which will serve as your pass (There is no “printer icon,” so you will need to press: CTRL-P)**