

# Senior Year College Applications: How To Apply

1. Complete Teacher Recommendation Survey on Naviance. Include all School/community information, grades 9-12. Don't sell yourself short!
2. **Ask 2 academic teachers for letters of recommendation.** It is important to approach the teachers you are asking for letters in person about your request. Be advised, a teacher has the right to decline this request. Once confirmed you must login to your Naviance account and electronically request your teachers to write letters of recommendation for you. It is advised that you include a note in your Naviance electronic request. Keep in mind teachers are inundated with requests so it is important to request letters as soon as possible. If you have application deadlines, it is important for teachers to know this. Lastly, counselors are not permitted to show you a teacher's letter of recommendation.
3. Make sure your **Naviance and Common application profiles are up to date.** No applications can be processed unless this step is complete. **The only way to have your high school information sent to colleges is by using Naviance.**
4. Apply to your schools of choice using the school's online application or the Common Application. Complete all applications to the best of your ability. You can choose to review the applications with your counselor before submitting. Be sure to make an appointment for this service during your study hall and/or lunch. Be sure to carefully fill everything out. Once you have applied online, you must complete the necessary steps on your Naviance account. Please refer to the Naviance eDocs Student Guide on the **REQUIRED** steps you must take to inform your Counselor that you applied to college. These steps include indicating your applications in Naviance as well as completing a short hard copy form that gets handed directly to your Counselor. Upon receiving this form, your counselor will electronically submit your official transcript, counselor letter of recommendation, teacher letters of recommendation, school profile and related evaluation forms. If there is anything else your college requires our office to submit, please specify that to your Counselor. **BE ADVISED** it can take up to **ONE WEEK** to submit this information, so complete these steps well in advance of your application deadlines.
5. **FORWARD TEST SCORES TO ALL COLLEGES.** Each student is responsible for sending SAT and/or ACT scores to the colleges to which they apply. Westlake High School is **NOT** permitted to send scores or report scores on your transcript. Sending scores is easy and only takes a few moments. There is a fee associated with this. Every college-bound student in every school is required to do this. N.B. College Board (SAT) and ACT Corp both have Score Choice Option. You can choose to hide scores you do not wish to send. It can take up to two weeks for the College Board and ACT to send your scores.
6. If your school requires a **CSS profile** (most private schools do) you must fill this out as close to October 1<sup>st</sup> as possible. See your counselor for details.
7. **FAFSA – Free Application for Federal Student Aid.** This is a necessary process to obtain financial aid and/or student loans. This must be filled out as close to October 1<sup>st</sup> as possible. There is a very, very helpful Financial Aid workshop in September for your parents to attend. Please see the District Calendar for a specific date/time/place. Also visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for more information on FAFSA.
8. All applications should be submitted electronically two weeks before the deadline. This will ensure that all of your supporting materials are sent in before the deadline. It will also give you ample time to confirm everything was received by the college. Westlake HS asks that all of your applications are submitted by **Dec 1st** in an effort to wrap up the college application season before the holiday break.

## Important Follow-up Information...

- It is good to call the admissions office to each school you apply to, to ensure they received all necessary materials.
- Mid-year and Final transcripts will automatically be sent to the schools you apply to (Midyear) and the school which you attend (final).
- Inform your counselor every time a college admits, waitlists or denies you.

***When in doubt, ask your counselor!***

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