

CLASS OF 2027 COLLEGE APPLICATION PROCESS

Students must submit all college application materials to the Counseling Center **at least three weeks (15 school days)** before their first college application deadline to allow adequate processing time.

Type of Application	Early Decision, Early Action, Priority & Rolling Admissions	Early Decision, Early Action, Priority & Rolling Admissions	Regular and Rolling Admissions
College Application Deadline	October 15 th	November 1 st November 15 th	January 1 st
Counseling Center Deadline for your FIRST Application	Monday, September 21st	Wed. October 7th Tues. October 20th	Monday November 23rd

Steps to be followed in Common App and Naviance

- Go to www.commonapp.org. If you do not have a Common App account, click on **Create an Account** or **Apply Now**. If you have an existing Common App account, click Log In.
- Click on the **Common App Tab**
- Complete the required fields in the **Profile** section and enter "Roslyn High School" in the Education section at a minimum.
- Click on the **My Colleges** tab.
- You must have at least one college on your My Colleges list. Go to "College Search" to add one if needed. Select one of the colleges from the My Colleges list. Select "Recommenders and FERPA" and click "Complete Release Authorization".
- A pop up with instructions will appear. Check the box next to "I have read and understood the FERPA Release Authorization explanation above" and click on Continue.
- On the following screen, check the box next to "I acknowledge that every school I have attended may release all requested records...". Select one of the options listed, check the box next to "I understand..." and enter your name and date. Click Save and Close to complete the process.
- ☐ Sign into Naviance (student account only) and click on "Colleges".
 - Click on "**Colleges I am applying to**".
 - Click "**Match Accounts**"
 - A new tab will open to log into your common application account
 - Log into your common application account
 - Check the "I agree" box and click "Connect"

ENTER YOUR NON-COMMON APPLICATION COLLEGES INTO NAVIANCE.

- Click on "Colleges I am applying to"
 - Click on the "+" sign to add colleges NOT on the common application.
- ☐ **Personally** ask a teacher you have a rapport with to write a letter of recommendation for you.
- ☐ Return to the "Colleges" tab to add Teacher Recommendation Requests
- Click on "add new request"
 - Click on "Select a teacher"
 - Click on "general request"
 - Include a personal note highlighting any important aspects of your application (such as first choice schools, early decision application) that you want the teacher to take into consideration when writing your letter.
 - Click on "submit request"
- Second Teacher:**
- Click on "select a teacher"
 - Click on "general request"
 - Include a personal note highlighting any important aspects of your application (such as first choice schools, early decision application) that you want the teacher to take into consideration when writing your letter.
 - Click on "submit request"
 - To check the status of a recommendation, return to "Letters of Recommendation" on the "Colleges" tab.
- ☐ Anecdotal: Students can ask between three to five professionals for anecdotal (i.e. teachers, coaches, club advisors) which will be returned directly to the counseling center.
- ☐ College processing forms are available in the Counseling Center and on our website.
- ☐ What your counselor needs to process your application materials (all forms must be submitted at the same time):
- **Yellow** College Application Submission Form (**make sure all schools are entered into Naviance before handing in this form**). Teacher #1 goes to ALL colleges, Teacher #2 goes to colleges that accept more than one.
 - **Blue (2 sided)** Transcript Verification and Release Form/ Financial Aid Mandate.
 - **Gold** RHS Early Decision Agreement Form, **if you are applying Early Decision**.
 - A copy of your **essay** and **activity resume** to be reviewed by your counselor.
- ☐ Procedure for attending college visits:
- Click on the "Colleges Tab".
 - Click on "View all upcoming college visits"
 - Click on "sign up"
 - Click on the "sign me up button"
 - Pick up a **pink form "College Visit Pass/Approval Form"** located in the Counseling Center which must be signed by your teacher BEFORE the visit. Bring the pass to the meeting so your attendance can be verified.

Please Note: Roslyn High School does not report official test scores. You are responsible for sending SAT, ACT and AP scores to your colleges. **Second Quarter (Mid-Year) grades go out to all colleges automatically.** Please check your grades and let us know if you need them held for a grade change.