Plainview Old Bethpage John F. Kennedy High School

College Application Checklist

How do I get started on my application?

- o Review and sign your pink transcript. Return it to the Guidance Office.
- o Register on Common Application www.commonapp.org
    - o You do not need to fill out the Common Application but you <u>MUST</u> register a Common App User Name and Password.
- o If you haven't done so already, register on Naviance Student – https://student.naviance.com.
    - o WE CANNOT SUBMIT ANYTHING ELECTRONICALLY ON BEHALF OF STUDENTS WITHOUT OUR STUDENTS BEING SIGNED ONTO NAVIANCE/STUDENT
- o Go into Common App and complete the education section of your Common Application and add at least one college to your "colleges list."
- o Complete the FERPA confidentiality agreement on the Common App website – it can be found under the "My Colleges" tab and then in the "Recommenders and FERPA" tab of your application.
- o Go into Naviance Student. Match your Common Application to Naviance through the "Colleges I Am Applying To" section under "My Favorites". Enter your Common App username (email) and your birth date and hit "Match."
- o In the section "Colleges I am applying to" make sure to check off Edit. Under "have you submitted your application", check off if you have submitted and then under "I'll submit my application" choose from: Via common app., Direct to institution, or I'm not sure yet. Then choose application type: ie: Regular Decision, Early Decision, Early Action, etc.
- o If you have applied to any non-Common App schools, add these to your list.
- o Complete and submit your college applications. If any of the institutions you are applying to are Common App schools, you **MUST** submit that application using the Common App. (i.e. any SUNY school on the Common App must be submitted using the Common App, **NOT** the SUNY app). YOU MUST HIT SUBMIT ON YOUR APPLICATIONS BEFORE WE CAN SEND ANY DOCUMENTS TO YOUR COLLEGES.
- o As you complete each college application, you must fill out the Application Processing Form and submit it to Mrs. Alhante in the Guidance Office.
- o Send your official SAT/ACT scores to your colleges.
    - o www.collegeboard.org
    - o www.actstudent.org

How do I request teacher recommendation letters through Naviance Student?

- o Be sure to speak with your teachers **in person** before starting the online recommendation request process.
- o Click on "Colleges"
- o Click on "Colleges I'm applying to" then scroll down and click on "Letters of Recommendation"
- o Click on "Add Request" on the right hand side and then "Add New Requests"
- o Search for your teacher's name on drop down menu and click on it

- SELECT WHICH COLLEGE THIS REQUEST IS FOR
- In the "Personal Note to Teacher" section, write a polite note asking your teacher to write a letter of recommendation
- Please **do not** request your teacher recommendations through Common App – **use Naviance Student**
- After you submit the Application Processing Form to Ms. Alhante in Guidance, fill out the Teacher Recommendation Form.
- Give a completed Teacher Recommendation Form to each teacher you a requesting a recommendation from.

Coalition Applications

- Our school uses Naviance to send transcripts and letters of recommendation to colleges. We have contacted the Coalition schools and they will accept our transcripts and letters of recommendation through Naviance.

Please make sure to list **all** colleges you are applying to on your Records Release Form – whether you apply through Common application, Coalition application, or directly to the college.

A note about senior year grades: First quarter grades are not automatically sent to the colleges. It is the student's responsibility to know if the college(s) require first quarter grades, and if so, the deadline. Students must submit this request, in writing, to their counselor.

Mid-year grades will automatically be sent to all applied colleges unless a written request NOT to have them sent is received by February 1.