



NORWALK HIGH SCHOOL COUNSELING DEPARTMENT
SENIOR MEETING: APPLICATION FOLLOW-UP CHECKLIST

Student Name _____

Counselor _____

Mtg. Date _____

- 1) Register online at www.collegeboard.com for the Oct, Nov, or Dec SAT I and/or register online at www.act.org for the Oct or Dec ACT.
- 2) CommonApp Account Creation
Create an account via www.commonapp.org and be sure to use the same email address for both your Naviance and CommonApp account - if you are unsure about your Naviance email, please consult with your counselor BEFORE you create a CommonApp account. Even if you are not using the Common Application, an account must still be established in order to send your documents electronically via Naviance.
 - a. Enter your high school information in the Education Section
 - b. Add at least one college to your Dashboard
 - c. Sign the FERPA Release Authorization - NHS recommends that you do waive your right to access your records
- 3) Finalize your college application list:
 - a. Finish adding all CommonApp colleges to your Dashboard - the colleges that are listed in your CommonApp account will automatically pull into your Naviance account, once the two accounts are synchronized
 - b. Add any NON-CommonApp colleges to the Colleges I'm Applying To list in Naviance; students should NOT manually add any CommonApp colleges to their Naviance account, as this will create duplicate colleges to appear
 - c. Be sure that you have AT LEAST TWO Safety colleges on your college list
 - d. Consider test-optional colleges if your standardized test scores are not commensurate with your GPA
 - e. Be mindful of your college's specific submission deadlines & plan ahead to determine when you will need to submit all of the different forms listed below in bold
- 4) Complete the CommonApp Matching process in Naviance and then indicate whether or not you will be applying to each college via the CommonApp.
- 5) Obtain teacher recommendations:
 - a. Check each college's recommendation requirements via CommonApp to determine how many letters are allowed/required per college
 - b. Be sure to add respective teachers to your Naviance account on the Recommendation Request Page
 - c. Fully complete BOTH pages of each *Student Request for Teacher Recommendation Request Form* and deliver to your teachers at least 4 weeks prior to your first application submission deadline; this form must include your parent/guardian's signed consent
- 6) Obtain a guardian/parent signature on the *Written Parental Consent for Transfer of Confidential Information* form and submit to your counselor ASAP. No records will be sent out on your behalf without first having this consent on file.
- 7) Complete & return the *Student Request for Counselor Recommendation Form* and ideally the *Parent Profile for College Recommendation Form* to your counselor at least 4 weeks prior to your first application submission deadline.
- 8) Complete all main components of the CommonApp:
 - a. Completion of each section will be indicated by the green checkmark
 - b. Complete any relevant college-specific supplements, if applicable
 - c. Answer the college-specific questions via the DASHBOARD for every college
 - d. Add "Other Recommenders" to your CommonApp Recommendation Requests (i.e. coaches, employers, pastors, etc.)
 - e. You will not get a "submit/apply" button until everything that particular college requires has been satisfied.
- 9) You must submit each college separately via the DASHBOARD within your CommonApp. This step is where the payment for each college will occur, so please anticipate needing your (or your parent's) debit/credit card. Please also note that if you want your counselor to provide a college application fee-waiver, you must be eligible for free/reduced lunch for the CURRENT school year.
- 10) Submit a fully completed *College Application Processing Form* to your counselor - one form must be submitted for every college to which you've applied to generate submission of your official transcript and other supporting documents. This form must be handed in at least 15 school days prior to each application deadline.
- 11) Be cognizant of "Mail-Only" Colleges: Some colleges may have a Red Stamp  icon (as opposed to a Blue Monitor icon) next to them in Naviance.  indicate that the college does not receive materials electronically through Naviance. For these colleges, you will be responsible for providing counselors and teachers 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. **These documents will NOT be released directly to you to mail.**

- 12) When adding additional colleges to your original list, you must notify teachers to submit their letters to any additional colleges that were not originally on the *Student Request for Teacher Recommendation Request Form* that you initially provided.
- 13) After you complete your college applications, please remember to send your official SAT/ACT scores (as well as your SAT II and/or AP scores if applicable) via your *College Board/ACT* account to all colleges that require/recommend them. Norwalk High School DOES NOT release any official standardized test scores! Even if you self-reported your scores on the CommonApp, you must still also send your official score reports directly from the testing agency, unless you're applying to a test-optional college.
- 14) Track the status of your recommendation requests via CommonApp & Naviance:
 - a. **CommonApp Letter of Recommendation Statuses: Not Started, Started, Submitted, & Downloaded**
(college's admission office has downloaded your recommendation)
 - b. **Naviance Letter of Recommendation Statuses: Requested; In Progress; Submitted; Canceled**
(students can only cancel a LOR request in the "Requested" state)
- 15) 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?
- 16) Request Mid-Year Reports for those colleges that require them - it is your responsibility to know which of your colleges require Mid-Year reports, as they are NOT sent automatically. If you need to request that your midyear report-card be sent to any of the colleges where you applied, you must notify your counselor via email and you must include the respective contact information for the admissions representative of each college. Requests made on behalf of colleges may also be forwarded to your counselor.
- 17) Regularly check your Naviance account & your email for updates:
 - a. Check the College Visits schedule in Naviance and print passes to meet with college representatives
 - b. Update your college acceptance results in Naviance
 - c. Indicate the college that you have decided to attend in Naviance
 - d. 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.
- 18) Plan accordingly for Financial Aid & Scholarships:
 - a. Check Naviance for Scholarships and apply to those for which you meet the eligibility criteria
 - b. Carry out your own research and apply to as many scholarships as possible
 - c. Submit *Scholarship Application Processing Forms*, together with your completed scholarship packet, directly to your school counselor **at least 10 school days PRIOR to the scholarship deadline**. Transcripts, recommendations, and other college materials will NOT be released directly to you. Therefore, you should come prepared to provide your counselor with your completed scholarship packet and an addressed envelope with postage - then your counselor can include the final documents, seal the envelope, and mail out through NHS.
 - d. Plan on attending **Financial Aid Night** with your parents: **Oct 3rd at 6pm in the NHS cafeteria**
 - e. Set up an appointment for you and your parents to meet with our financial aid advisor through the Career Center
 - f. Remind your parents to file their taxes ASAP
 - g. Find out what forms are required by each of your colleges and determine the corresponding deadline dates
 - All colleges require the: FAFSA (*Free Application for Federal Student Aid*) - www.fafsa.gov
 - Many colleges require a CSS profile as well
 - h. Complete the FAFSA beginning **October 1st**
 - i. Pay attention for the deadline to submit your **Dr. Viola Skenderis Community Scholarship Application**
**2019 deadline = Feb. 13, 2019
- 19) Write a "Thank You" note to everyone who wrote a letter of recommendation for you!

Please understand that your **primary focus** should be the completion of YOUR APPLICATION(S): you should be working to submit your applications by the earliest deadline of your chosen admissions option! And if possible, it is best to try and submit all of your College Application Processing Forms to your counselor at one time.

PLEASE NOTE: counselors & teachers submit their items *independent* of your application(s) - therefore, you should NOT wait to apply to any colleges relative to these requests; it is your application that drives the process.

Please ask questions about that which you do not understand, keep any scheduled appointments, continue to work hard in your senior year courses, and above all else, remember that you are surrounded by people willing to help!

GOOD LUCK!!!

Norwalk High School Counseling Department
"Framing Futures, Shaping Lives"