

## ***Brookfield High School***

### ***College Application Process 2016-17***

Assembling your college application paperwork is a sequential process that requires coordination from the school and home. Students are encouraged to take responsibility to ensure that their portion of the paperwork is completed on time. The School Counseling Office will ensure that application documents are processed accurately and promptly.

#### **Step 1 – Finalize College List**

- Enter the schools you intend to apply to in Naviance Family Connection under the **Colleges** tab using the **colleges I'm applying to** link. Pay attention to application deadline dates and required paperwork!
- If using the Common Application, complete all steps in the blue box in **colleges I'm applying to**.
  - Create a Common App account at commonapp.org.
  - Sign the CA FERPA Waiver & Authorization.
  - Complete the "Common App Account Match," which permits BHS to prepare and release your information.

#### **Step 2 – Request Transcripts – ALLOW 10 SCHOOL DAYS!**

- Request transcripts in Naviance under the **Colleges** tab using the **transcripts** link in the left toolbar.

#### **Step 3 – Request Letters of Recommendation – ALLOW 10 SCHOOL DAYS!**

##### **Teacher Letters of Recommendation**

- Seek out the teacher in person to ask for a letter of recommendation, and complete any supplemental materials the teacher requires.
- Request the letter of recommendation on Naviance under the **Colleges** tab using the **letters of recommendation** link. Pay attention to how many letters of recommendation each college requires and allows.
- Teachers will submit their letters through Naviance.

##### **Counselor Letters of Recommendation - *Counselor letters are not always required, so check the admission requirements for each school. If you need a letter, follow the steps below:***

- First, your parents must complete the **Parent Input Form** in Naviance.
- Then, you must complete the **Student Questionnaire**, which is located in Naviance under the **About Me** tab in the left column "Surveys to Take."
- Finally, e-mail your counselor to request a letter of recommendation.

#### **Step 4 – Submit Application Materials**

- Complete the application and fee payment online to the college/university.
  - *Essay* – Upload to online application or mail to college/university.
  - *Resume (optional)* – Upload to online application or mail to college/university.
  - *Supplementals* - Send any other supporting documents you would like to include such as an art portfolio.
  - *Test Scores* - Send SAT scores via Collegeboard.org and/or ACT scores via ACT.org

## Step 1 – Finalize College List

- Enter the schools you intend to apply to in Naviance Family Connection under the **Colleges** tab using the **colleges I'm applying to** link. Pay attention to application deadline dates and required paperwork!

family connection

home colleges careers about me

search for colleges:  
 Go  
MORE SEARCH OPTIONS >>

resources  
> transcripts  
> test scores

my colleges  
> colleges I'm thinking about  
> **colleges I'm applying to**  
> letters of recommendation

| College                                     | Type | How are you applying? | Submissions | Expected Difficulty* | Deadline† |
|---|------|-----------------------|-------------|----------------------|-----------|
| <a href="#">+ add colleges to this list</a> |      |                       |             |                      |           |

- If using the Common Application, complete all steps in the blue box in **colleges I'm applying to**.
  - Create a Common App account at [commonapp.org](http://commonapp.org).
  - Sign the CA FERPA Waiver & Authorization.
  - Complete the “Common App Account Match,” which permits BHS to prepare and release your information.

### colleges I'm applying to

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address:  Date of Birth:

⚠ Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

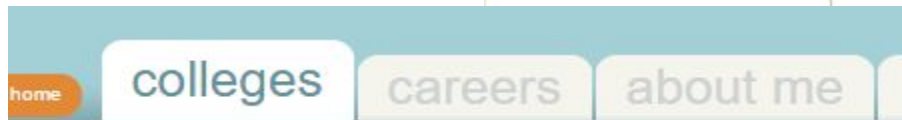
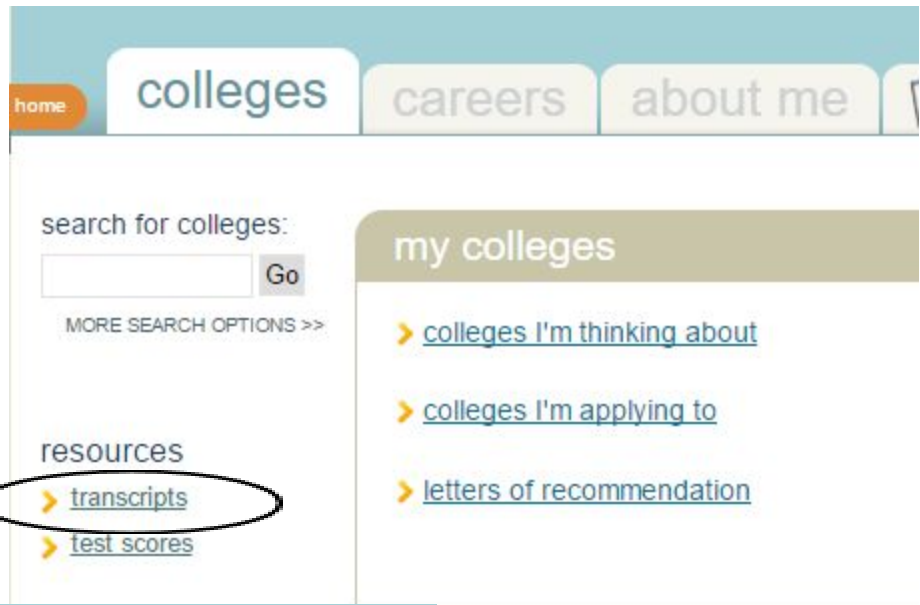
Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

## Step 2 – Request Transcripts – ALLOW 10 SCHOOL DAYS!

- Request transcripts in Naviance under the **Colleges** tab using the **transcripts** link in the left toolbar.



### request transcripts for college applications

Use this page to submit official transcript requests for your college applications. Once you submit your request, you will receive a confirmation and a tracking number.

#### Current Applications

Below is a list of the applications already in your list. If you have already requested a transcript for an application, you can click "add request" to request a transcript for that application.

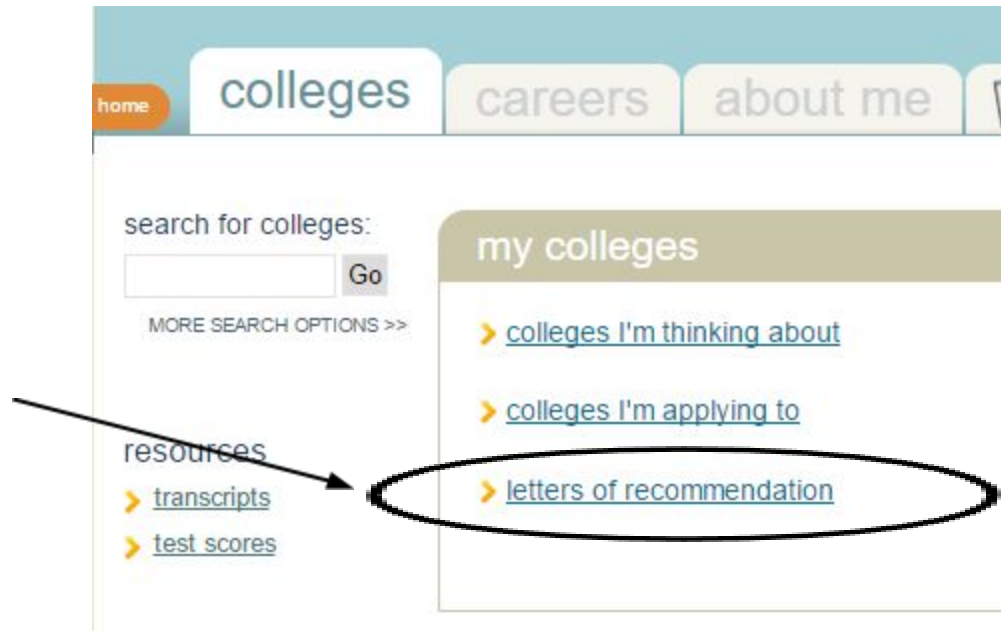
##### California Institute of Technology

- add request
- Include unofficial SAT scores
- Include unofficial ACT scores
- Send mid-year transcript

### **Step 3 – Request Letters of Recommendation – ALLOW 10 SCHOOL DAYS!**

#### **Teacher Letters of Recommendation**

- Seek out the teacher in person to ask for a letter of recommendation, and complete any supplemental materials the teacher requires.
- Request the letter of recommendation on Naviance under the **Colleges** tab using the **letters of recommendation** link.



***\*Pay attention to how many letters of recommendation each college requires and allows. You will not be able to request more letters than the college allows.***

#### Letters of recommendation

#### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

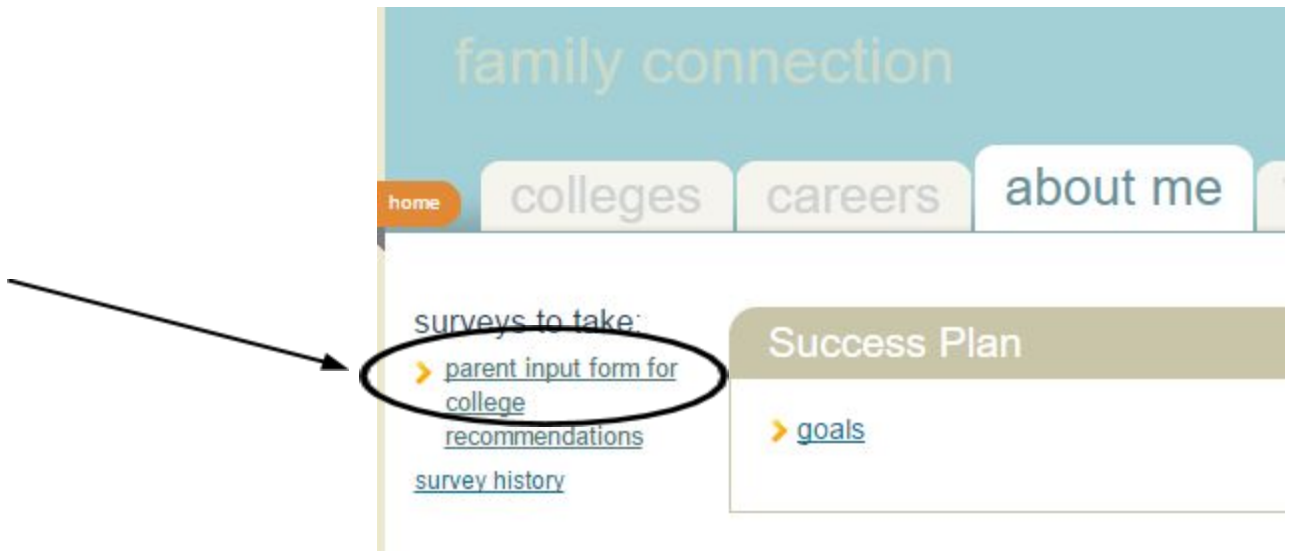
Showing 7 requests

| Recommendation For ^                                      | Deadline ^  | Recommender(s)    |
|---|-------------|-------------------|
| Bentley University<br>1 required/ 5 allowed/ 1 requested  | Jan 15 2017 | Daniela Maddaloni |
| Marist College<br>1 required/ 3 allowed/ 1 requested      | Nov 15 2016 | Daniela Maddaloni |
| Monmouth University<br>1 required/ 4 allowed/ 1 requested | Dec 01 2016 | Daniela Maddaloni |

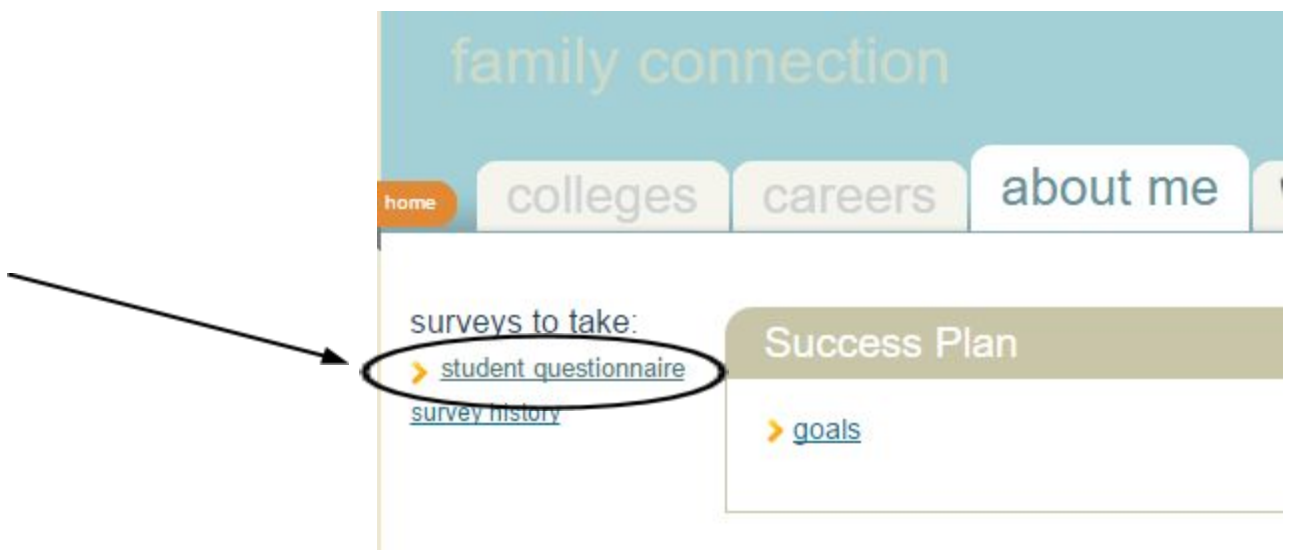
***\*The number of required letters DOES NOT include counselor letters of recommendation! You will have to check each school's admission requirements to determine if a counselor letter is required.***

**Counselor Letters of Recommendation - *Counselor letters are not always required, so check the admission requirements for each school. If you need a letter, follow the steps below:***

- First, your parents must complete the **Parent Input Form**, which is located in Naviance under the **About Me** tab in the left column “Surveys to Take.”



- Then, you must complete the **Student Questionnaire**, which is located in Naviance under the **About Me** tab in the left column “Surveys to Take.”



- Finally, e-mail your counselor to request a letter of recommendation.

## **Step 4 – Submit Application Materials**

- Complete the application and fee payment online to the college/university.
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### **Reminders**

#### ★ **Upcoming Events:**

- **Senior Night - Monday, September 12 at 7:00**
- **Financial Aid Night - Monday, September 26 at 7:00**

#### ★ **Senior Workshops**

- **If you'd like to receive additional help on any part of your application, sign up with Mrs. Sanchez in the Counseling Office to attend a senior workshop:**
  - **Tuesday September 27 - 1st block and last block (240 - Computer lab)**
  - **Wednesday September 28 - last block (240 - Computer lab)**

#### ★ **Additional Assistance**

**Your school counselor and Mrs. Lungariello are here to help you through the college application process. Please set up an appointment if you have specific questions or to receive individual assistance.**

#### ★ **Twitter!**

**For information, tips, and reminders related to the college application process...Follow the School Counseling Department on Twitter - @CounselorBobcat**