



# The College Application Process

## Senior Checklist

- 1. **Submit the Counselor Questionnaire/Resume to your guidance counselor as soon as possible to ensure that your counselor can complete your recommendation.**
- 2. Create your Common Application account and colleges that are not on the Common Application using your Great Neck issued email address (please keep all passwords in a safe place for easy reference).
- 3. Complete the FERPA Privacy Notice Agreement found on the Common Application. **You must also sign the FERPA Agreement on the back of the College Application & Transcript Release Form (GREEN). Counselors and teachers will not be able to submit transcripts or recommendations until they receive this completed form.**
- 4. **MATCH** your Common Application and Naviance accounts. You must complete through the education portion of the Common Application and the FERPA Agreement before you will be able to sync your accounts.
- 5. Review your college list in Naviance by clicking on the “Colleges I am applying to” tab. Your Common Application schools automatically appear once your accounts are matched. However, colleges NOT on the Common Application must be added manually by the Guidance Office once a green form is submitted.
- 6. Official SAT and/or ACT scores **MUST** be sent officially to each college through your College Board ([www.collegeboard.com](http://www.collegeboard.com)) and/or ACT ([www.act.org](http://www.act.org)) account.
- 7. Register through your Naviance account for meetings you plan to attend with College Representatives in the Guidance Office. This list is updated daily so please check often.
- 8. **DEADLINES are critical!!** Please see the reverse side for deadlines for counselors and teachers.
- 9. Schedule appointments with your counselor to hand in completed College Application and Transcript Release Form. These forms cannot be left with anyone other than your counselor. **PARENTS MUST SIGN THESE FORMS.**
- 10. Be sure to speak with your teachers about writing letters of recommendation **BEFORE** you invite them to upload your recommendation electronically through Naviance. If your teacher has indicated they prefer to mail your recommendation, you must also give them envelopes addressed to the college and have adequate postage on the envelope. **Please submit a completed Teacher College Recommendation Request Form (PEACH) to each teacher writing recommendations.**
- 11. **DO NOT** procrastinate. Speak to your English teacher or your school counselor for assistance with essays and be aware of deadlines.
- 12. Senior grades are critical!! Mid-year grades are required and very often 1<sup>st</sup> quarter grades are requested by colleges.

- 13. Leave yourself enough time before the deadline to follow up with each college you apply to make sure all materials have been received and your application is deemed COMPLETE by the individual college.
- 14. Be aware of the CSS Profile and individual scholarship, which may be available. In addition, financial aid forms (FAFSA) will be available beginning October 1<sup>st</sup> 2018 and the Great Neck Student Aid forms will be available in the spring. **Please join us on Thursday, September 13, 2018 at 6:00 pm for College and Financial Aid Night.**
- **15. IMPORTANT INFORMATION FOR CUNY APPLICATIONS.** You must complete your CUNY application to receive your **CUNY ID#** (it usually starts with: WOO). School documents cannot be submitted to your CUNY schools without this individual ID#. **Please complete the CUNY specific College Application and Transcript Release Form (YELLOW).**
- 16. See your counselor often and this process will be easier to manage—**YOU ARE NOT ALONE!**

## **DEADLINE INFORMATION**

<b>College Deadline</b>	<b>Counselor/Teacher Deadline</b>
<b>November 1, 2018</b>	<b>Monday, October 15, 2018</b>
<b>November 15, 2018</b>	<b>Wednesday, October 24, 2018</b>
<b>January 1, 2019</b>	<b>Monday, December 3, 2018</b>

- **For Counselors:** Minimum of TEN (10) school days required for any deadlines not indicated above.
- **For Teachers:** Minimum of FIFTEEN (15) school days required for any deadlines not indicated above.