



COLLEGE
APPLICATION GUIDE

2018-2019

The Anatomy of an Application Package

What makes up your application...

1. Application
2. Transcript
3. Secondary School Report (SSR)
4. Counselors Letter of Recommendation
5. School Profile
6. Activities Overview- Entered online or via attached Resume
7. Test Scores
8. Teacher Letters of Recommendation
9. Audition, Portfolio, etc...*(if necessary)*

Application Process Overview:

- 1- Create Common App Account
- 2- Enter Basic CA Info
- 3- Complete Waiver forms
 - FERPA (online)
 - CHS Release (paper form)
- 4- Match Common App & Naviance Accounts
- 5- Update College List
- 6- Work on College Applications
- 7- Request letters of Recommendation
- 8- Request Transcripts (paper form)
- 9- Request SAT/ACT scores to be sent
- 10- Follow Up

Steps to Success

Steps 1-4 will be completed with Mrs. Sleight in Senior Class Meetings

Step 1: Create Common Application Account

- www.commonapp.org
 - Write down your log-in info and keep in a safe place!
- Everyone will create an account, regardless of if you are using CA to apply
- Recommended to use the email you use for Naviance

Does your school not use the Common App?

-Create the appropriate accounts. Examples are schools that use the Coalition App, or have their own School Specific Apps

Step 2: Enter Basic Information in Common Application

This allows you to generate the FERPA Waiver Form that is needed to move forward (step 3)

Sections that need to be filled out before Step 3:

Under Common App Tab-

- Profile Tab

-Entire section

- Education Tab

-Only current or most recent secondary school section

*(see attached Education Section page for assistance)

-You can fill in the rest of the common app sections at your leisure

Under College Search-

-Add at least one college to your “My Colleges” section

Step 3: Complete Waiver Forms

Form 1: Recommenders & FERPA

- **Online**, access through Common Application.
- My Colleges Tab, left side, "Recommenders & FERPA"
- Follow prompted steps

Form 2: CHS Release Form

- **Paper form**- Can pick up from counseling office, A110, or print from Naviance.
- This **MUST** be turned into your counselor. Documents will not be submitted by CHS until this is turned in.

Step 4: Match Common App & Naviance Accounts

****IMPORTANT-** Must complete steps 1,2 & 3 in order to match**

- Log-in to Naviance-- Colleges-- Colleges I'm applying to
- On top of page, a pink banner will show up. Click Match Accounts.
 - Make sure you use the same email address that you used for the common app account!
 - If you have issues matching, follow the notes on the screen and/or see a counselor for assistance.

Step 5: Update College List

- In Naviance Student, Add Colleges in the "Colleges I'm applying to" section
 - This section should accurately reflect the schools you are confident about applying to
 - Make sure...
 - the deadline chosen matches the college's actual deadline
 - you accurately selected the way you are applying on the "I'll submit my application" section.
 - *Coalition Applications* etc... if the school you are applying to does not use the Common App, choose: "Direct to Institution"

Step 6: Work on College Applications

- Continue to work on your applications.
- Keep in mind deadlines
- It is the student's responsibility to submit the following items to colleges:
 - Application
 - Application Fee
 - Essay
 - Activity Sheet/Resume
 - Any additional components (audition, portfolio etc...)

Before moving on, please note:

You must allow a minimum of 1 month for teachers to process your teacher recommendation requests, and 3 weeks (15 school days) for the office to process your transcript requests!

Step 7: Request Letters of Recommendation

- **Online-** Naviance
- Colleges Tab-- Scroll down to the "Apply to Colleges" section-- Letters of Recommendation-- Add Request
- Once submitted, an email from Naviance will be sent to your teacher
- Follow up with a personal email to the teacher:
 - Thank them again for writing a recommendation for you. *It is a generous contribution to your college application process!*
 - Let them know your application deadlines, highlighting your earliest deadline.
- Repeat the process if you have more than one teacher writing for you

Step 8: Request Transcripts

***Transcripts are NOT done through Naviance. Please disregard the Transcripts section on Naviance Student.*

- **Paper Form**
- Complete CHS Transcript Request Form
 - Can pick up from counseling office, A110, or print from Naviance Resources
- Allow at least 3 weeks (15 school days) for processing of request
- Keep in mind days in which there is no school in your 3 week planning
- Good rule of thumb- have transcript requests in at least 15 school days before your earliest application deadline
- See page in this packet about transcript deadlines

Step 9: **Request ACT/SAT Scores**

- Make requests for test scores to be sent directly from the testing agency to the college.
- This is the student's responsibility to request
- Recommended to request your scores at least 2 weeks before your deadline

Step 10: **Follow Up**

- Stay on top of application status, test scores and forms being sent out
- Follow up with yourself- take some time for self-care and relax! :)

Education Section of Common App

CEEB Code: 310224

Date of Entry: September 2015

Boarding School: No

Graduation Date: June 2019

For students who may graduate early, take time or, or take a gap year you will need to briefly explain this. If that does not apply to you, check- "No interruption to report"

Counselor Information: Fill in your assigned School Counselors Info (*see below*)

Job Title: School Counselor

Counseling Office Number: Phone: (973) 457-2533

Joseph Barbato	Counselor	x2019	jbarbato@chatham-nj.org
Lisa Kool-Behr	Counselor	x2022	lkool-behr@chatham-nj.org
Cristina Lanzilotta	Counselor	x2065	clanzilotta@chatham-nj.org
Mark Maka	Counselor	x2060	mmaka@chatham-nj.org
Andrea Murphy	Counselor	x2020	amurphy@chatham-nj.org
Sean Newcombe	Counselor	x2021	snewcombe@chatham-nj.org
Elizabeth Tully-Cano	Counselor	X2023	etully-cano@chatham-nj.org

Other School: For Students who transferred into CHS from another high school indicate the school and dates you attended, prior to coming to CHS

Colleges & Universities: This section is for coursework taken through a college or university. *AP courses do not count here*

Graduating Class Size: 302

Class Rank Reporting: None

GPA Scale: 4 **GPA Weighting:** Weighted

School Schedule & Transcript Reporting: Semester

Transcript Request Deadlines 2018-2019

Deadline Example	Submit your transcript request form by:
October 15	Friday September 21
November 1	Thursday October 11
November 15	Thursday October 25
November 30 & December 1	Tuesday November 6
December 15	Monday November 26
January 1	Monday December 3
January 15	Monday December 17
February 1	Friday January 11

Refer to Step 8 for more detailed transcript information

College Application Checklist

Application Tasks	College 1	College 2	College 3
Applications			
Create Application Online			
Common Application? Coalition Application? School Specific Application?			
Application Deadline			
Likely, Match, Reach?			
Grades			
Request HS Transcripts to be Sent (Fill out CHS Paper form)			
Request updated grades to be sent (if need by colleges)			
Test Scores			
SAT or ACT Required?			
SAT Subject Tests Required?			
Send scores-- <i>Order through:</i> SAT: Collegeboard website ACT: ACT website			
Self- report any AP Scores			
Letters of Recommendation			
Counselor Recommendation			
Teacher Recommendations			

Essays			
Write Main Essay			
Supplemental Essays (if required)			
Proofread Essay			
Prepare Activity sheet or Resume, etc...			
Interviews			
Interview at College or Alumni Interview (if applicable)			
Send thank-you notes to Interviewers			
Send and Track Your Application			
Make copies or print application materials (for record keeping)			
Submit Application (include app fee)			
Submit supplemental materials if needed for Common App			
Electronically sign application			
Confirm receipt of all Application materials. (Track online or call)			
Track Application status (generally online)			