



THE COLLEGE APPLICATION HANDBOOK

A resource guide to help students plan and prepare for the college application and admissions process



COLLEGE APPLICATION PROCESS CHECKLIST

Any student applying to college must complete the following steps. Detailed instructions on each step are included in this handbook:

- Complete the Record Release Permission Form**
 - Parents gives consent electronically through the Genesis Parent Module
- Finalize your list of schools**
 - Must be updated in Naviance
- Update your Resume**
 - Must be updated in Naviance
- Request Teacher Letters of Recommendation (Two)**
 - Make an informal request in-person
 - Add Teacher Name(s) in Naviance to make formal request
 - Complete the Teacher Recommendation Questionnaire in Naviance
- Request a Counselor Letter of Recommendation**
 - Complete Counselor Recommendation Questionnaire in Naviance
 - Ask a parent to complete the Parent Brag Sheet in Naviance
- Complete the Common App FERPA Waiver**
 - You must match your Common App with Naviance under “colleges I’m applying to”
- Submit Electronic Transcript Requests**
 - All steps above must be completed PRIOR TO submission of requests!
 - Requests must be submitted through Naviance no less than 3 weeks in advance
- Complete all applications online on college websites**
- Send SAT/ACT scores to colleges**
 - Must have them sent directly from collegboard.com or actstudent.org
- Provide addressed, stamped envelopes to Counseling Office**
 - Only for schools that do not accept electronic submission
- Meet all Deadlines!**



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Important Note:

The School Counseling Office uses Naviance to manage and send all school documents to colleges and scholarship programs.

ALL students MUST use Naviance Family Connection to manage the college application process.

Students without computer access at home can access a computer at school or the local library.



CHECK NAVIANCE FOR ALL PERTINENT INFORMATION

<http://connection.naviance.com/metuchen>

THE HOMEPAGE:

Find important instructions, valuable resources, timely bulletins, and necessary documents.

pages

- [mhs guidance](#)
- [genesis parents](#)
- [application guide](#)
- [student edge](#)
- [grade 12 action plan](#)

links

- [chalfin scholarship](#)
- [met-ed exc scholarsh](#)
- [cqe scholarship app](#)
- [scholarship packet](#)
- [metuchen hs](#)
- [metuchen guidance](#)
- [student edge](#)
- [genesis parent login](#)
- [fafsa homepage](#)

Class of 2013

Announcement: MHS will be going to electronic submission of college applications this fall. Watch for further information on this Welcome Page. You will also receive instructions on the steps that you will need to complete in order to support this transition.

Welcome Seniors!

A primary goal of the Guidance Office at Metuchen High School is to support each student in attaining their maximum potential. We are committed to assisting each student in the Class of 2013 experience a smooth transition from high school to achieving their post high school career goals.

As seniors, the Class of 2013 should make Family Connection, with enhanced features by Naviance, a major source of information and communication on post-secondary planning. Family Connection offers innovative, easy-to-use web applications for high school students and their parents. Using the sources found in Family Connection, students will be able to link to useful websites, surveys and many relevant career and college topics to help guide students' academic and career choices.

Over the course of the application process, your school counselor will be available to support you with your post-secondary educational or career plans. **Students are responsible for accessing and reading ALL** information on the Family Connection Homepage, especially information listed under **"Pages," "Updates," "Links" and "Document library."** These posting will prove useful to you during your final year of high school.

Need help with math?

Get Math Help

alleyoop

You have **no new messages**

- [document library](#)
- [contact us](#)

updates

- [ACT and SAT Comparison Chart](#)
- [ACT-SAT Test Comparison](#)

THE COLLEGES TAB:

Find all of the links for managing the application process.

home courses **colleges** careers about me my planner

search for colleges: Go

MORE SEARCH OPTIONS >>

resources

- [transcripts](#)
- [test scores](#)

my colleges

- [colleges I'm thinking about](#)
- [colleges I'm applying to](#)

Upcoming college visits

- 10/01/12 Rider University [details >](#)
- 10/02/12 Saint Peter's College [details >](#)
- 10/02/12 Washington University in St. Louis [details >](#)

[view all upcoming college visits](#)



FINALIZING YOUR LIST OF SCHOOLS

Update Your List > Colleges I'm Thinking About: *Keep an updated list of all the schools you are considering. Finalize your list after conferencing with your counselor and after discussing your choices with your parents.*

search for colleges: **colleges I'm thinking about**

[+ add to this list](#) | [compare me](#)
 MORE SEARCH OPTIONS >>

College	Delivery type	Added By	My Interest	Application Deadlines				Actions
				Early Decision	Early Action	Priority	Regular Decision	
<input type="checkbox"/> SUNY Binghamton		counselor	N/A	-	11/15	-	1/15	
<input type="checkbox"/> UMD College Park		counselor	N/A	-	-	11/1	1/20	
<input type="checkbox"/> Montclair State Univ		student	N/A	-	-	-	3/1	
<input type="checkbox"/> Ramapo Coll of NJ		counselor	N/A	-	-	12/22	3/1	
<input type="checkbox"/> Rutgers New Brunswick		counselor	N/A	-	11/1	-	12/1	
<input type="checkbox"/> Seton Hall Univ		counselor	N/A	-	11/15	3/1	-	

my colleges
 > colleges I'm thinking about
 > colleges I'm applying to
 > college visits
 college research
 > SuperMatch™ college search

ADMISSION PROSPECTS: *Make sure that your list includes mostly targets, a few reaches and at least one likely. Use the scattergrams/graphs on Naviance for assistance.*

Reach = Research of admissions data indicates that your scores are a little below the school's averages, and/or the school is highly selective and only admits a small percentage of applicants.

Target* = Research of admissions data indicates that your scores are in line with the average scores of students who have been accepted in the past.

Likely = Research of admissions data indicates that your scores are significantly higher than the school's averages, and/or the school has open enrollment.

DELIVERY TYPE:

Indicates how the college accepts documents from MHS (transcript, school profile, letters of recommendations, and secondary school reports).



= **Electronic Submission through Common Application:** Complete the Common App for this school. You will create an account at www.commonapp.org, complete the application, and add the school name to the My Colleges list on the site.



= **Electronic submission (non-Common App school):** Find and submit the schools online application on the school's official website.



= **Traditional Snail Mail:** The school does not accept electronic submission of school documents and MHS must physically mail all documents. **A stamped, addressed envelope is required.**

APPLICATION DEADLINES:

Check for Early Decision, Early Action, Priority and Regular deadlines. *Apply on time for the early deadlines and early for the regular deadlines.*



REQUESTING TEACHER RECOMMENDATION LETTERS

All teachers will be submitting their letters of recommendation through Naviance. Please follow the steps below to ensure that your letters are processed in a timely manner.

1. Make all requests in-person!

- Requests should be made **prior to** submitting your FIRST transcript request, and as early as possible, allowing the teachers no less than **2-3 weeks** to compose and load the completed letter. The more advanced notice you provide the teachers, the better!

2. Complete the Teachers Recommendation Questionnaire

- Find in Naviance under **About Me > Surveys to Take**.

3. Request completion of Common App Teacher Evaluation Form

- If you are applying to any Common App schools, inform your teachers so they will know to complete the required teacher evaluation form.
- The teacher will complete and submit the form online through Naviance.

4. Identify teachers in Naviance by ‘Adding a Request’

- *Once you have made your request in-person, you MUST add the teacher name(s) to Naviance so that the Counseling Office knows who to expect letters from.*
- Go to **Colleges I’m applying to > Teacher Recommendations > Add Requests**

- **Choose the teacher’s** name from the drop-down list on the left.
- **Write a Thank You Note/Email**, indicating the date the letter needs to be submitted to the Counseling Office – the date should be prior to the date that the office is scheduled to submit your first set of school documents to colleges.

Sample Thank You Note:

Thank you for agreeing to write a letter of recommendation on my behalf. I am applying Early Action to several schools and all my school documents will need to be prepared no later than October 25th. If you could upload your letter by that date, I would greatly appreciate it. Also, I am applying via the Common App, so please complete the Teacher Evaluation in Naviance as well. Thank you again.

- **Don’t forget to ‘Update Requests’** at bottom of page to add the names and send the email.



REQUESTING A COUNSELOR RECOMMENDATION LETTER

The following items are **'required'** for Counselor Letter of Recommendation preparation and **MUST** be completed or submitted online through Naviance Family Connection:

1. Counselor Recommendation Questionnaire
2. Updated Resume
3. Parent Brag Sheet

Complete Counselor Recommendation Questionnaire:

- Find under the **About Me Tab > Surveys to Take**
- Answer all required questions and be as detailed as possible in your responses.

1. Do you live with both parents? If not, please explain.
<input type="text"/>
2. What do you believe are your academic and personal strengths?
<input type="text"/>
3. Do you have an intended college major in mind?
<input type="text"/>
4. What are three words you use to describe yourself?
<input type="text"/>
5. Have there been any circumstances during high school which you feel affected your performance as indicated by grades and/or standardized test scores? If yes, please explain.
<input type="text"/>

Update Your Resume

Your resume should be updated to include all extracurricular activities, work experience, community service/volunteer work, and special awards or recognitions.

Go to **About Me Tab > Resume > Add a new entry**

resume

BUILD YOUR RESUME

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, read the tips provided on the entry option pages. We encourage you to add as much information as possible. When creating a printable resume, you must name your resume, choose which entries you want to display by clicking off the boxes, and save it.

Build Resume Sections Customize Your Printable Resumes

Use the tools below to create and edit any sections you might want to use in your resume

add a new entry: - Select One -

WORK EXPERIENCE

Salesperson
The Gap, Livingston Mall
15 hours/week
Grades 10,11
promoted to asst. store weekend manager

VOLUNTEER SERVICE

Children's Room Attendant
St. Barnabas Hospital, Livingston, NJ
4 hours/week

Customize Your Printable Resume:

Create a New Print Format - select all items to include, then **Save & Close**.

Build Resume Sections Customize Your Printable Resumes

create a printable resume that's customized exactly how you want it

YOUR SAVED PRINT FORMATS	DATE SAVED	EDIT	VIEW/PRINT	DELETE
no resumes have been created yet	--	--	--	--

+ create a new print format

create a new print format

Name: My College Activity Resume (this is for your reference - it won't appear on your resume)

Format: Style 1 (view example) Style 2 (view example)

References: Include Use "references available upon request" Do not include

Select and Arrange Content:
Drag sections to re-order them. Click boxes to include or exclude items.

YOUR RESUME

drag and drop sections to rearrange them

WORK EXPERIENCE

Salesperson, The Gap, Livingston Mall
 promoted to asst. store weekend manager

VOLUNTEER SERVICE

Children's Room Attendant, St. Barnabas Hospital, Livingston, NJ
 provided games and books to children in pediatric unit of hospital

EXTRACURRICULAR ACTIVITIES

Student Government
 treasurer; responsible for managing money raised with fundraisers; helped organize monthly bake sale

Girls Basketball Team
 Co-Captain of Jr. Varsity Team; regional champions past 2 years

Cancel Save and Close >



ADMISSION PLANS

Every college and university has its own admission requirements, policies and procedures with unique deadlines, plans and programs for admitting students.

To ensure the admissions process goes smoothly, follow these steps:

- Write down all the deadlines, admission plans, and admission requirements for the schools you plan to apply to.
- Make a list of all the admission requirements, like teacher recommendations and transcripts.
- Set a date with your counselor to go over your planning timeline.
- Start with the earliest college admission deadline and tackle the easiest application in each deadline category first.
- Move to the top of the pile by submitting your finished application well before the published deadline.

College Admission Plans

College admissions plans are structured plans for how colleges are going to admit your class. Depending on how selective the college is and how it makes admission decisions, your work and the application process will need to shift to meet the deadlines.

Early Decision

Early Decision is a plan under which a student applies to his/her first choice college early in the fall (usually by November 1st) of the senior year, and if accepted, the student agrees by contract to attend that college. Decisions are rendered to applicants in mid-December, and if accepted, the student must give in a tuition deposit and withdraw their application at the other colleges. A student may choose to apply to only one college through Early Decision. They can submit applications to other schools under normal application procedures, but agree that they will withdraw all those applications if they are accepted to the early decision school. As this is a binding decision, the student needs to be 100% sure that this is the college for him/her. Students can seek release from an early decision obligation on the grounds of financial hardship, if the financial aid package they are offered is genuinely inadequate; however, the burden of proof in these cases is on the student. (A drawback to early decision admissions is that they leave applicants with no leverage to negotiate a better financial aid package)

Early Action

Early Action follows the same application/notification timetable as Early Decision but does not obligate the candidate to accept the offer of admission. Students can apply to other colleges under Early Action and do not need to notify the college of a decision until the typical notification deadline of May 1st. Students are free to apply to other schools and to compare financial aid offers.

Rolling Admission

A college using Rolling Admissions reviews applications as they are received, and on a continuous basis throughout the application cycle. Once a student's completed application materials are received by the college, a decision is made within approximately 4-8 weeks. However, there are some schools that accept applications under a rolling-admission policy and then send out decisions all at once. Students are encouraged to apply earlier to colleges that use rolling admission, as spots are filled up as the applications are received. The later you apply, the more competition there may be for fewer spots. Procrastinators beware!

Single Choice Early Action

(SCEA) programs specifically require students not to make EA applications to other schools, although they are free to apply elsewhere under the regular admissions round.

Instant Decision Days

Instant Decision Days offer the opportunity for qualified freshmen applicants to participate in a quick, easy and personal admissions process. Students meet with admissions staff, interview with faculty, tour the campus and interact with current students. Additionally, you will receive your admissions decision and preliminary financial aid information and possibly a scholarship all in one day. Students applying to attend an Immediate Decision Day must ensure they meet the minimum qualifications (if applicable).

Important Note

Apply Early! Applying to any school late in the game can impact your financial aid offer. The early bird gets the worm!



REQUESTING TRANSCRIPTS

Once you know where you want to apply, you will need to start the application process and request that MHS send your transcript and other school documents to the schools prior to the deadline you are trying to meet.

Important Note: All Transcript Requests for colleges, scholarship programs or NCAA eligibility MUST be made online, **no less than 15 school days prior to any deadlines.**

- Transcripts are sent electronically to all schools that accept electronic submission, and are mailed to all others schools or organizations.
- **Don't forget: A stamped, addressed envelope is required for each school not accepting electronic submission of school documents! Adhere 3-4 stamps.**

Step 1: Submit a Records Release Form

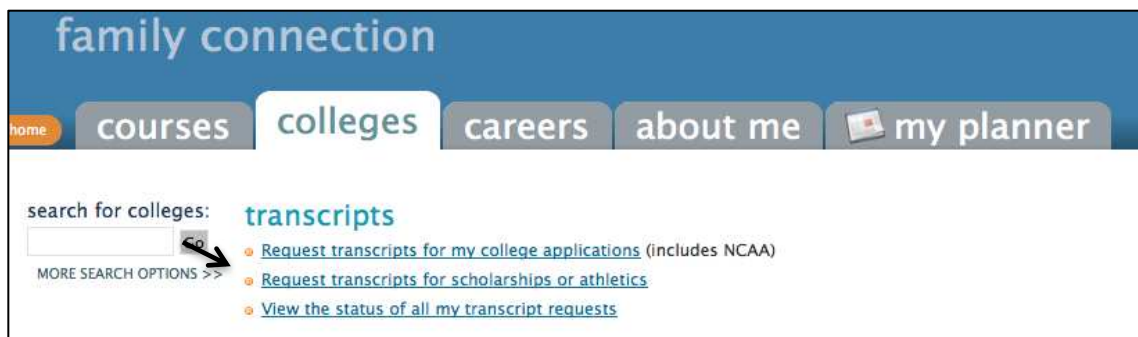
- **Must be signed by a parent** and return a hard copy to the Counseling Office.
- You will NOT list college or scholarship names on this form.
- Submit this form to the School Counseling Office Secretary.

Step 2: Submit one Transcript Request for each school

- Once signed in, go to the Colleges Tab
- Click on '*transcripts*' in the left margin **OR** '*colleges I'm applying to*'



If you select '*transcript*' from the left margin, next choose '**Request transcripts for my college applications**' (or Request transcripts for scholarships or NCAA/Athletics)



If you select ‘*colleges I’m applying to*’, next choose ‘*request transcripts*’.

College	Type	Applying via Common App?	Submissions	Deadline†	Transcript	Office Status	My App.	Results	Actions
<input type="checkbox"/> UMD College Park	EA	-		-	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Montclair State Univ	RD	-		12/15/12	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Rider Univ	RD	Unknown		-	requested	Pending	app submitted	Unknown	

[Delete Application](#)

Either selection will bring you to the page below.

1. Select the application type, then look up and enter EACH college name.
2. Click on ‘Select Transcripts’ at the bottom of page, to add the transcript requests.

request transcripts for college applications

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

New Applications

Use the area below if you would like to request transcripts for colleges that are not already in your list of applications.

Type	College
Early Action	University of Maryland, College Park :: lookup
Regular Decision	Rider University :: lookup
Regular Decision	Montclair State University :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup

[Cancel](#) [Request Transcripts](#)

Note: If you choose ‘add to list’ under ‘colleges I’m applying to’, you can also request transcripts, but that step requires you to manually check off a request box. The Counseling Office advises that you use one of the options above, to avoid any errors in this process.

Cost

There is no cost for the first three (3) transcripts requests. Each additional transcript will cost \$1.00 each, to be billed and paid at the end of the school year.


Fee Waivers

If you receive free/reduced lunch, see your counselor for more info.

- Up to 4 Waivers provided for participating schools
- Use these wisely by saving them for the more expensive applications
- Investigate whether the school has special days or circumstances under which you can apply for free

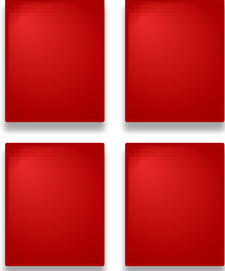


ADDRESSED, STAMPED ENVELOPE REQUIREMENTS

If any school on your list in Naviance has a mailing stamp symbol  next to it's name, this is an indication that the Counseling Office must mail school documents to that school. These schools do not accept electronic submission from high schools.

Student's Responsibility:

Students must provide all envelopes and prepare each for mailing, by filling out the sending and receiving address and adhering 3-4 postage stamps.

<p>FROM: <u>Print your name and address here</u></p> <p>_____</p> <p>_____</p>	 <p><i>Add 3-4 Stamps</i></p>
<p>TO: OFFICE OF UNDERGRADUATE ADMISSIONS</p> <p><u>Print school's name and mailing address here</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	

Please use a large 9 X 12" Envelope.



COMPLETING THE COLLEGE APPLICATION

Read all application instructions carefully. Check all college admission requirements and deadlines. Make sure to complete all parts of the application, including any supplements.

PARTS OF AN APPLICATION

The Application Form

- Applications are completed online, either on the college's website or, if the school accepts the Common Application, through commonapp.org.
- This form includes your basic identifying and demographic information, as well as your intended major (if applicable) and a list of your extracurricular activities.

The Application Fee

- College application fees vary.
- Many colleges accept *fee waivers* for applicants from low-income families. If you are on free/reduced lunch, ask your counselor or a School Counseling Office Secretary for more info.

School Documents

The following documents are sent as a bundle to all schools, when a transcript request is submitted through Naviance (see instructions on page 11):

- **Transcript**: A transcript is your academic record, which includes all of the classes you have taken, and the grades you have earned. The Counseling Office will send your transcript directly to colleges on your behalf when you submit a request.
- **School Profile**: The office will also send a school profile, which helps the colleges interpret your transcript — explaining the available courses and levels, etc.
- **Secondary School Report**: This report is completed by your counselor and includes your ranking/decile, courses in progress, and a rating scale. The counselor will use the Common App SSR or a standard SSR to send to all schools.
- **Counselor Letter of Recommendation**: Students must complete a questionnaire online through Naviance, submit a resume to assist the counselor in preparing a personalized letter and have your parent/guardian complete the Brag Sheet.

The following school documents are sent later in the year:

- **Mid-Year Reports (upon request only)**: Some colleges want to see that you are keeping your grades up during senior year. If you are not, this may affect your admission prospects.
- **Final Transcript (required by the attending school)**: MHS will automatically send a final transcript, at the end of your senior year, to the college you identify as the one you will be attending.

Teacher Letters of Recommendation (also school documents)

- Many colleges ask for one or two teacher letters of recommendations.
 - Follow the instructions on page 5 to request teacher letters.

PARTS OF AN APPLICATION *(continued)*

Admission Test Scores (Sent by YOU from collegeboard.com or actstudent.org)

- Most colleges require you to submit SAT or ACT Scores, and possibly SAT Subject Tests scores.
- These admission tests are standard tools for measuring a student's ability to do college-level work.
- Scores are sent directly from the testing organization to the colleges.

Essay

- Your essay plays an important role by helping the admission officers get a sense of who you really are, so invest time in writing a strong essay. Check for spelling and grammar errors and ask someone to proofread your work.

Interview

- If the colleges you are considering offer interviews, you should consider scheduling one. Requesting a college interview signifies that you are very interested in the school, and that can count in your favor during the admission process.
- Even if it's not required, it's a good idea to set up an interview because it gives you a chance to make a personal connection with someone who has a voice in deciding whether or not you are offered admission.
- If you're too far away for an on-campus interview, try to arrange to meet with an alumnus in your community.
- The interview is also a good time to ask questions, so you can make sure the college is right for you.
- If you are anxious about the interview process, feel free to schedule a mock interview with your counselor.

Audition or Portfolio

- If you're applying for a program in music, art, theater or similar subject, you may have to provide samples of your work to demonstrate your ability. This may mean sending a portfolio, auditioning on campus or submitting a video.

Some of the content in 'Parts of an Application' was copied from:
<http://www.collegeboard.com/student/apply/the-application/115.html>



THE COMMON APPLICATION

Many colleges accept the Common Application, and some schools only accept the Common Application. Using this shared application will help you to save time in the application process. To get started, you will need to set up an account on the website.

www.commonapp.org

Create an account and make note of your username and password

- You will need this information to match your Common App account with your Naviance Family Connection account for school document transmission.

Complete all REQUIRED sections of the Common Application

- Failure to complete required sections will interfere with your ability to complete next steps, such as assigning recommenders or completing the FERPA waiver.

IMPORTANT NOTE

- *There is no need to print out any of the school forms. Your counselor and teachers have access to all Common App forms through their own Naviance accounts.*

Completing the Common App FERPA Waiver

- Applicants will submit the FERPA decision within the Common App account.
- The FERPA question is found within the '**Assign Recommenders**' tab of your application. There is a 'release authorization' link to click on to make your FERPA decision. Note: you must complete the Education section of your application before you will be given access to this waiver.

Dashboard My Colleges Common App College Search

The College of New Jersey

Manage Recommenders

Questions

Assign Recommenders

Submission - Common App

- **FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs. [release authorization](#)
- **Counselor**
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.
Offline Forms
 - [School Report](#)
 - [Optional Report](#)
 - [Mid Year Report](#)
 - [Final Report](#)
- ✓ **Teacher**
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teacher(s) submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply. [offline form](#)

Required: 0 Allowed: 2

We strongly recommend that you waive your right to access:

- Waiving your right to access your recommendations communicates that you have no concerns with what might be written about you.
- Opting to not waive your rights would give you the option to view your recommendations only after you are admitted to a college, and only if the college saves the documents.
- No student will be given access to view teacher or counselor recommendations before submission to the college.

Release Authorization

1 Instructions > 2 Form

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.

Please select one:

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I invite my first recommender.** .

Signature Date

[Back](#)

Match your Common App account to your Naviance account

- Log into your Naviance Family Connection Account and go to **Colleges Tab** > **“Colleges I’m Applying to”**
- The Common App Account Matching screen is displayed at the top of the page.
- A student is eligible to complete the Common App Account Matching process only if they have created a Common App account and signed the Common App FERPA Release Authorization on Common App



APPLYING TO RUTGERS UNIVERSITY

*It is **NOT** necessary to submit a Transcript Request for Rutgers University. Rutgers requires students to **self-report** Transcript information. Complete the steps below.*

Application Deadlines:

First Year, Early Action	November 1 st
First Year, Regular Decision	December 1 st

Step 1: Complete the Rutgers online application

- Go to www.admissions.rutgers.edu and complete the application.
- **Application fee:** Pay the \$65 online or by mail. If you are using a fee waiver, please see your school counselor.
- **State ID #:** Students will need their individual **State ID #** to complete the application. Your State ID # can be found on Naviance Family Connection under About Me > Profile. ***Do not confuse this with your Student ID#!***
- **The personal essay:** is required for all students. Personal essays **MUST** be included in the space provided on the online application. They cannot be sent separately.

Step 2: Complete Self-Reported Academic Record (SRAR)

- Go to <https://www.ugadmissions.rutgers.edu/srt/Login.aspx>
- **Use a reference copy of your transcript:**
 - Students are required to self-report their courses, grades, grade point averages and rank-in-class with this online form. The SRAR **MUST** include all courses and final grades earned from grades 9 through 11.
 - Discrepancies between a student's SRAR and official transcript may result in a student's admission to Rutgers being rescinded.

Step 3: Add Rutgers to 'Colleges I'm Applying To' List

- This will inform your counselor that Rutgers is an active application on your list.



MANAGING “COLLEGES I’M APPLYING TO” IN NAVIANCE

Once you submit a Transcript Request, these schools will appear on your *Colleges I’m applying to* list, and are considered your active applications.

College	Type	Applying via Common App?	Submissions	Deadline†	Office Status	My App.	Results	Actions
<input type="checkbox"/> Monmouth Univ	RD	-		3/1/12	Pending	app submitted	Unknown	
<input type="checkbox"/> Quinnipiac Univ	RD	Unknown		2/1/12	Pending	have you applied?	Unknown	

College that I am attending

(no college selected)

REQUIRED: Indicate if Applying via Common App!

You **MUST** indicate whether you are using the Common App. Some Common App schools also offer the school’s own online applications as an option. **It is imperative that the Counseling Office knows whether you are choosing to use the Common App, as this directly affects our electronic submission process.**

applying via Common App?

Quinnipiac University

Applying via Common App?

Indicate if you have applied.

Indicate whether you have submitted your application to the school.

edit applications

[< back to my college list](#)

Monmouth University

Application submitted I have submitted my application

Quinnipiac University

Application submitted I have submitted my application

Office Status:

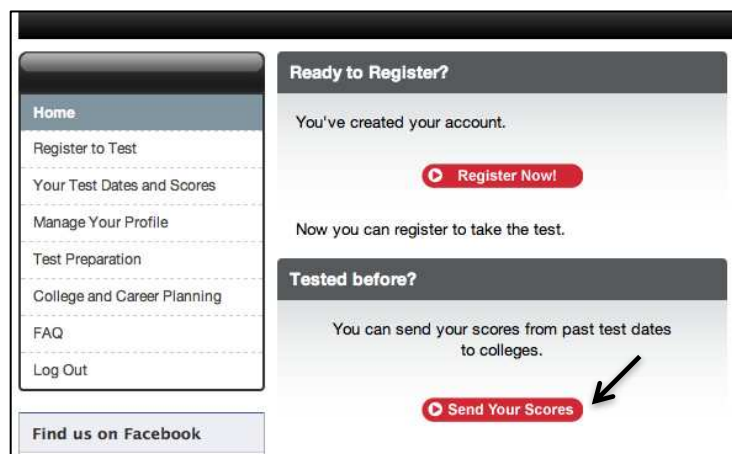
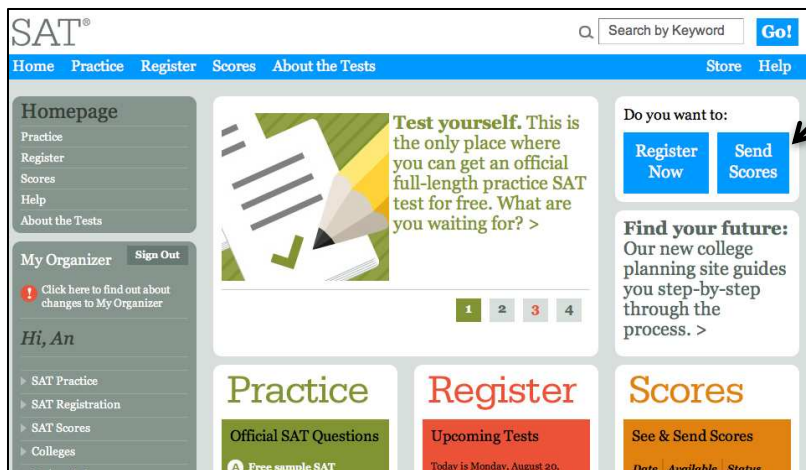
- **Pending** = indicates that you have submitted your Transcript Request Form and the Counseling Office is working on preparing your materials. Remember that the office must be given no less than 3 weeks to process your materials.
- **Submitted** = indicates that the Counseling Office has sent your materials to the school.



SENDING YOUR TEST SCORES TO COLLEGES

Important Note: *The high school does not send SAT or ACT scores to colleges. Students MUST have their own scores sent to colleges through the College Board and the ACT websites - www.collegeboard.com and www.actstudent.org*

- **Utilize the 4 free score reports** each time you register for the test
 - There is a fee for additional score reports.
 - Using registration score reports ensures that test scores are sent to colleges as early as possible.
 - Fee Waiver students receive 4 additional “flexible” fee waivers
 - To use at any time
 - Issued only once – not with each registration
- **Send score reports from your SAT/ACT account**
- **Request scores well in advance**, so there is no delay in schools receiving them.





REQUESTING MID-YEAR GRADE REPORTS

Some colleges will request mid-year grade to review before making a final admissions decision.

Step 1: Determine which schools require mid-year grades

Check the school's website to determine if this report is required. Keep a list for your reference when the time comes to make the request.

Step 2: Complete Mid-Year/First Semester Report Card Request

This form can be found in the Counseling Office or in Naviance Family Connection under the *Document Library > Mid-Year Report Requests*

List **ONLY** the schools requesting mid-year/first semester grades. No grades will be sent without a completed form. If you have a mid-year transcript request form to send with your transcript, please indicate (by the check box) which school and attach the form.

Step 3: Submit the request to the School Counseling Office no later than January 31st



FINANCIAL AID AND SCHOLARSHIPS

There are several ways for students and parents to learn more about the financial aid process. Each is listed below.

Parent Program: Financial Aid information Night

Date/Time: October 13 @ 7pm
Presented by: Principia NP

Presentation for Students: Financial Aid Overview

In the fall, all seniors will attend a financial aid presentation designed to familiarize all students with the basics of the financial aid process. *Date and location to be determined.*

Financial Aid Resource Page on Naviance

Financial Aid info can also be found on the Naviance Family Connection website on the Home Page, under *Pages > Financial Aid Info.*

Scholarship Search on Naviance

As scholarship information is received by the school, it will be listed in Naviance under the *Colleges Tab > Scholarships & Money > Scholarship List.* Students and parents can find a national scholarship search tool on the site as well.

Local Scholarship Packet

In the spring of each year, the School Counseling Office compiles a list of local scholarships to distribute to all seniors.

