The Rules of the Road To College

Essential information from your North Shore HS Counselors
First Stop: Common App

➔ Your Common App account will become the link between the college and your high school information.
➔ Even if you don’t plan to apply to a school via the Common App, you must have an account to electronically link your high school information to colleges.
➔ Write down your username and password in multiple spots-you will need it often!

Tip
Your Common App will ask for a lot of background information. Look it all over, then collect the information you need before filling it out.
How the First Year Common App Works
A quickstart guide for students using the first year Common App.

1. Add colleges
Get started by adding colleges to your list. You can find colleges to apply to in the College Search tab of your Common App account. The College Search tab also has information and links to help you research each college. Almost 900 colleges use Common App. Go to commonapp.org/explore to start exploring.

2. Stay organized
Each college has its own set of specific requirements and supplements. When it comes to tracking this information and staying organized, we’re here to help! Use the “Requirements Grid” and each college’s “College Information” page to find this information. You can also use Common App On Track, our mobile companion app, to track deadlines, set reminders, and more.

To start your college application checklist, check out our “My College Requirements” worksheet at commonapp.org/ready.

3. Complete and submit
Answering all the questions in the Common App tab is a great way to start your applications. For each college you will:

- Answer college specific questions
- Invites and manage recommenders
- Complete other supplements (if applicable)

After all these sections are complete, you are ready to submit your application. Submission is simple: review, pay (if applicable), and submit.

How does my application get there?
When you submit, we combine your responses from the Common App and college specific questions, as well as any supplements, into one form. Your counselor, teachers, and other recommenders complete their reports and evaluations separately.

As recommenders submit their forms, they will be sent to the college to be added to your application.
Second Stop: Add a College

➔ In your Common App, go to the College Search tab along the top of the page.
➔ Type the name of your college into the search bar.
➔ In the Results List, click on the + button beside the college name. You will know that the school has been added to your My Colleges page by the green check indicator.

Tip
Not using the Common App to apply? Add a college to it anyway to enable the link to Naviance. You don't have to submit it, and there is no harm to your application process.
College Search

College or City Name

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

873 results

Sort by: College Name

- Adelphi University
  Garden City, NY - USA

- Agnes Scott College
  Decatur, GA - USA

- Alaska Pacific University
  Anchorage, AK - USA
Third Stop: Complete Education Section

➔ In your Common App, go to the Common App tab along the top of the page, then pick Education from the list on the left.
➔ Fill out the section.
➔ Most of you entered high school in September 2016. You will graduate June 2020.
➔ Use the My High School Details sheet to help you complete this section.
Fourth Stop: FERPA Agreement

➔ In your Common App, go to the My Colleges tab along the top of the page, then pick the first college from the list on the left.
➔ Click on the college and then click on Recommenders and FERPA.
➔ Complete the section, **WAIVE** your rights to see your letters, and “sign” by typing your full name.

**Tip**

We recommend waiving your right to view your letter because school policy prevents you from seeing them until after graduation, and it shows colleges you trust your recommenders.
Recruiters & FERPA

✓ FERPA Release Authorization

View Details

You have authorized the release of all requested records. You have also waived your right to review your recommendations and supporting documents.

View Release Authorization
Fifth Stop: Naviance Matching

➔ Sign into Naviance. Click on Colleges I’m Applying To, located on the right.
➔ Enter the email you used on the Common App, then click “Match.”
➔ Click “Add To This List” if you are applying to colleges not using the Common App and add.
➔ Click the Pencil icon and fill in the details requested about your application, then scroll down and hit “Update Applications.”

Tip
This step is ESSENTIAL! We can’t send out anything on your behalf until this is complete.
It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts
Sixth Stop: Request your Recs

→ In Naviance, return to Colleges in the top right and go to Letters of Recommendation.

→ Click on Add Request, then Select a Teacher. Make sure the first one you pick is the letter you want to go to all schools as some will allow only one letter.

→ Click “All Current and Future Colleges...”

→ Include a thank you message and details if needed. Then, click Submit Request.

→ Repeat for additional teachers.

Tip

Only request your North Shore teachers via Naviance, please! All outside recommenders should be invited through the Common App or another source. We do not send outside recommender letters.
Letters of recommendation

Add new request

Here you can ask a teacher to write a letter of recommendation for schools in your Colleges I’m Applying To list. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?*

   [Dropdown menu]

2. Select which college(s) this request is for:*

   - [ ] All
   - [ ] Bates College
     - 2 required / 3 allowed / 0 requested
     - Due: Jan 01, 2017
   - [x] George Mason University
     - 2 required / 2 allowed / 0 requested
     - Due: Jan 15, 2017
   - [ ] Fashion Institute of Design and Merchandising - Orange County
     - 2 required / 3 allowed / 0 requested
     - Due: Jan 15, 2017
   - [x] St. Lawrence University
     - 2 required / 3 allowed / 0 requested
     - Due: Feb 01, 2017
Seventh Stop: Finish Your Apps

➔ Go back to your Common App account and click on Common App.
➔ Work your way down the left hand tabs starting with Profile, completing every section. Pay attention to the red asterisks--those are required answers.
➔ Next, go to My Colleges, click on each college and work your way down the left hand tabs.
➔ When you get to Review and Submit, read the PDF to proof it, and follow through the submission instructions.

Tip
Have your essay and short answers checked by a teacher, counselor, family member, or writing center fellow. Feeling stuck? Come see us!
Congratulations! The confetti means you’ve just applied to college! But keep going for each college you’ve chosen. They are individual submissions.

Tip
YOU"RE NOT TOTALLY DONE YET, BUT YOU'RE CLOSE! You’ll request your supporting documents to finish this process off.
Eighth Stop: Application Processing Form

➔ North Shore’s form is REQUIRED for all students. We cannot send your high school transcript, letters of recommendation, and other essential documents without it.

➔ If you haven’t linked your Common App and Naviance, we cannot take this form.

➔ Please read and follow all instructions on the form, and give it to your counselor at least two weeks before your deadlines.

Tip

Please see your counselor personally as you submit your form to us, in case we have any important questions.

Please write legibly on the form.
## NORTH SHORE HIGH SCHOOL COUNSELING CENTER

**College Application Processing Form**

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<th>Name of College/University (City and State)</th>
<th>Name of Specific Program/College</th>
<th>ED, EA, REA, Priority, Rolling, Regular</th>
<th>Application Deadline</th>
<th>Did you submit this app? Yes/No</th>
<th>Type of Application: Common App, SUNY, CUNY, School Specific, Coalition</th>
<th>Office Use: Date sent</th>
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**Letters of Recommendation:**

Teacher #1:  
Teacher #2:  

**Please Note: The Teacher #1 Recommendation will be sent to schools that only accept (1) teacher recommendation letter.**

***Please remember NSHS does not report official test scores. You are responsible for sending SAT, ACT, AP and IB scores to colleges.***

STUDENT SIGNATURE:  
PARENT SIGNATURE:
Ninth Stop: Send your Scores

➔ Find out if your colleges need test scores sent to them. Not sure? Here’s a resource: https://www.compassprep.com/self-reporting-test-scores/

➔ Log into your College Board and/or ACT account. For SAT, look under your SAT score, click View Details and follow the instructions under Score Sends. For ACT, click the Send Your Scores link and follow the instructions.

➔ Pay the fee to send the scores and keep a receipt of your submissions.

Tip
Your test score accounts are privately held by you, so your counselor will not have your login information. If you need assistance, utilize the help found on their sites.
Sending SAT scores

Sending ACT scores
Last Stop: Celebrate and Watch

➔ Keep a watchful eye on your email inbox for messages from your colleges. Many ask you to set up portals to check your application status.
➔ Mark your calendar for about three weeks from submission so you remember to follow up on everything you sent either on the college portals or by phone with the admissions offices.
➔ Congratulate yourself on a job well done!

Tip

Colleges do not contact your counselor for your missing forms, so you need to be sure to keep track of everything.
Where are we going again?

Create and complete a Common App.

Match your Common App to your Naviance account.

Give your counselor your processing form and remember to send your supporting documents.
Good luck!

Your counselor will be with you every step of the way on your journey beyond North Shore. Stop in often, ask for help, let us know how it's going! It's been a long road, but we want to help you enjoy rest of the ride!

North Shore Counseling Department

516-277-7030