

**IMPORTANT APPLICATION DETAILS**

APPLICATIONS, TRANSCRIPTS, RECOMMENDATIONS, SAT/ACT SCORES

**I. Applications**

We have given you detailed instructions about your college applications, in person, in our first two Newsletters, and in the College Handbook.

Be sure to follow the guidelines.

**A) CUNY Applications**

\* You must give us your CUNY Application Identification Number (a 10-digit number, preceded by **W**) before we can mail your transcript to CUNY, so do not wait to apply

When you apply to any CUNY school, **always send your SAT or ACT scores with the following code: 2950**. See your college guidance email dated 11/22/11 for more information.

**B) Individual College applications:**

**If the college has its own application, but is also a member of the Common Application, you must use the Common Application rather than the college's individual application for us to send documents electronically.**

**If the college is not a member of the Common Application:**

- Go to the Admissions page of college's website.
- If available, you should complete an on-line application version of the application, so that supporting documents can be sent electronically. If you submit a paper version all other supporting documents will have to be mailed.

**D) Essays-** Most colleges require an essay as part of the application process. Follow the guidelines established for length and topic. **Check spelling, grammar and punctuation.**

**II. Transcripts**

- Complete a green **transcript request form** for each college or university to which you are applying.
- You must also sign on to your Naviance account, go to My Colleges, and complete the FERPA waiver/release form, for our submission of electronic documents.
- For a transcript to be official, it must be sent from the guidance office.
- Transcripts include final grades through junior year and courses in progress.

- We will submit transcripts electronically (through Naviance) to all eligible colleges and universities to which you sent your application electronically. All Common Application schools and most other colleges prefer and will accept electronic transcripts.
- **\*\*At this time, please be aware that Rutgers does not want a transcript when you apply, but please advise your counselor that you've applied to Rutgers.** You will complete a grade verification report as part of the application. A transcript will be required if admitted.

**III. Review the requirements for each application:**

**A) Counselor recommendations:** Most colleges request a letter of recommendation from your counselor.

- The common app includes a form called the Secondary School Report, which must be sent with the counselor letter. We will submit those forms on-line through Naviance whenever possible.
- When you submit a transcript request, and indicate that you completed an online application, we will automatically complete the online secondary school report and submit it along with your counselor's letter. Do not submit a paper Secondary School report form to your counselor unless you completed and mailed a paper version of the Common Application.

**B) Teacher recommendations:** Each college determines if it requires teacher letters of recommendation, and if so, how many.

- It is your responsibility to ask teachers for letters of recommendation, if you need them. This must be done at least 4 weeks prior to your first deadline, and no later than November 18<sup>th</sup>.
- When asking teachers for letters of recommendation, give them your yellow Reflections sheet, and make teachers aware of your deadlines.

**IV. SAT's/ACT's:**

- Don't forget to have your **SAT's/ACT's** sent to the

Students must submit their own SAT scores (<http://sat.collegeboard.org/scores/send-sat-scores>) or ACT scores (<http://www.actstudent.org/scores/send/index.html>) This is the student's responsibility, so do it as soon as your scores are ready. **You may submit your scores even before you submit your application.**

colleges.



**COLLEGE GUIDANCE TIMELINE**  
**at Ma'ayanot**

As you work on your applications, you must be mindful of our timeline. **Ma'ayanot deadlines are earlier than the college deadlines;** this allows us sufficient time to process all your supporting material:

November	Submit your SAT or ACT scores to all colleges on your list
November 18	<b>Last day to submit transcript requests and secondary school reports to College Guidance</b>
November 18	<b>Last day to submit Recommendation Request to teacher/recommenders.</b> Be sure to give recommenders your "Student Reflection" form.
December	When Early Decision acceptances arrive, <b>notify your college counselor. Admitted students must immediately withdraw, in writing, any applications submitted to other colleges.</b>  <b>Seniors who have submitted Early Decision applications must have additional applications entirely completed and ready to mail on December 15, if they have not already mailed them.</b>  Download FAFSA form at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> . Complete financial aid forms by required deadlines and mail forms as soon after January 1 as possible. Please note that <b>prompt filing</b> insures the best chance of being awarded need-based aid; a delay in filing FAFSA may reduce the chances of being awarded need-based aid. (Parents and students must include information from their tax returns.)
December 2	<b>Every application is to be completed and submitted to your college adviser for review no later than Friday, December 2. Seniors, please note: if you put off writing those essays until the last minute, both the college essays and your exam grades will suffer.</b>
January 1	Free Application for Federal Student Aid (FAFSA) may be submitted. The earlier you submit the FAFSA, the greater the likelihood that you will be awarded a suitable financial package.  After sending in your college applications, thank the teachers who wrote your recommendations. Let them know the results as soon as you are notified!
<i>We urge you to submit all college applications during the month of November. Make the end of Thanksgiving vacation your personal deadline!</i>	

**STERN COLLEGE INTERVIEWS AT MA'AYANOT**

On Wednesday, December 7<sup>th</sup>, Stern College will come to Ma'ayanot to conduct interviews of applicants. Be sure to sign up on your Naviance account.

\*\*\*\*\*

**IMPORTANT REMINDERS**

1. **If you applied Early Decision, be sure to prepare your other applications now**
2. **If a college requires an interview, schedule it asap**
3. **After you submit your transcript requests and recommendation requests, if you change your mind about applying to any colleges on your list, let your college counselor and your teachers know.**
4. **Thank you notes:**
  - a. **Following an interview, send a thank you to the person who interviewed you.**
  - b. **After you send in your application, send a thank you to the teachers who recommended you.**