

The College Application Process

1. **Refine and finalize your list of colleges.** This needn't be your final list; you can add to it and subtract from it as you learn more. Once you have conducted your college search, gone to the college fair, visited a few colleges, or perhaps read about different colleges online or in reference books, you are ready to refine your list and begin the actual application process.
2. **Identify which schools accept the Common Application. If you are applying to one or more colleges that accepts it, then go to the Common Application-** www.commonapp.org - and set up an account.
3. **Login to your Naviance account** – <http://connection.naviance.com/simsbury>
 - a. Click on **Colleges** tab
 - b. Click on **Colleges I'm applying to**
 - c. Sign the **FERPA Waiver** and enter your Common App. username and password
4. **Research the required essays** for each college. Begin working on these. Ask a teacher or your house counselor to review your draft and give you feedback.
5. **Ask for Teacher Recommendations.**
 - a. First determine how many letters you need by looking at college websites. You may need no letters, or you may need one, two or three. (One of these letters is usually written by the house counselor.)
 - a. **If needed, ask one or two teachers** (preferably academic teachers from your junior and senior years) for letters of recommendation. Be sure to ask them *in person* what they might need from you to write a letter. (Please note: forms can be found in Naviance- in the Document Library, under "College Application Documents.")
 - b. Add these teachers' names to your Naviance page-at the bottom of the "Colleges I'm Applying to" page.
 - c. Teachers need *at least 3 weeks notice*.
 - d. If your teacher is mailing a letter directly to the college, please provide them with a stamped addressed envelope.
6. **Review feedback** on the draft of your essays, and **write the final version.**
7. **Check** college supplements, since many schools require additional essays. You can do this at commonapp.org or on college websites.
8. **Schedule** your future planning appointment with your House Counselor.
 - Chittenden - Naomi Williams (A-K) and Sarah O'Hare-Hughes (L-Z)
 - Fairbanks - Russ Aceto
 - Nichols - Jen Bickel-Hayes
 - Snelling - Julie Dimmock

9. **Send official scores for standardized tests (SAT, ACT, SAT Subject Tests) to colleges.**
 - a. Check colleges' testing requirements and sign up for SAT/ACT/SAT Subject Tests if you have not already done so.
 - b. Go online to either www.collegeboard.org (SAT) or act.org (ACT) to request that your scores are sent to each college that requires them. **The CVU Direction Center and your House Counselor *do not* send SAT scores with your transcript.**
10. **Decide** if you will be applying **Early Action, Early Decision, or regular decision**. If you are applying early, you must meet with your House Counselor in September.
11. **Schedule** interview(s) at your colleges, if necessary or desired.
12. Complete required forms (on Naviance). Your House Counselor will write a letter of recommendation. **Please note: Your recommendation letter cannot be written until these forms are submitted:**
 - a) Personal Info Sheet (under the "About Me" tab)
 - b) Three Teacher Feedback Forms
 - c) Parent Brag Sheet (under the "About Me" tab in the Parent site)
13. **Request transcripts be sent** online, through Naviance, at least two weeks before college deadlines.
14. Complete applications- preferably online. Have someone review your applications before you submit them.



Student Sends

Completed Application
Application Fee
Essay(s)
Request for ACT/SAT scores
to be sent



School Counselor Sends

Transcript
Recommendation(s)
School Profile
1st quarter grades
Mid Year grades



College Board /ACT Sends

Your ACT/SAT scores
*(must be requested
and paid for)*

TIP: Submit applications and application fees by the deadline. Use Naviance to stay organized, and be sure to save confirmation notices from colleges as well as copies of your essays and applications. Be sure to respond immediately to further requests from colleges.

Your House Counselor is here to help you with this process.