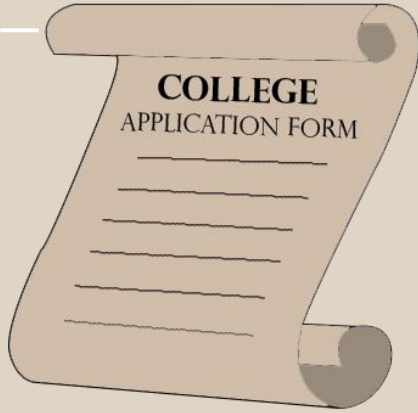




College Application Components

Who Does What, How & When





The Application Components

Mandatory:

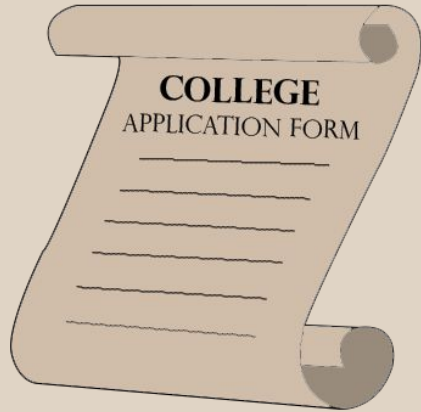
- **Application & payment**
- **Official Transcript**

College Specific:

- Essay (may include supplemental)
- College test scores (SAT or ACT)
- Letter(s) of recommendation (typically one counselor and one or more teachers)
- Interview
- List of extracurriculars, academic honors and/or resume

College Application Payment Options:

- Credit Card
- Check by Mail
- Fee Waiver eligibility to waive the application fee
 - Receive Free or Reduced Fee Lunch
 - Enrollment in a federal, state, or local program that aids students from low-income families
 - Family receives public assistance
 - Reside in a federally subsidized public housing or foster home or are homeless
 - Ward of the state or an orphan

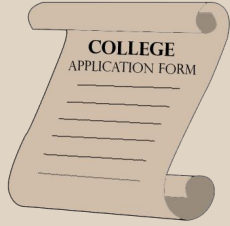


The Application Components & Who Does What

Application Component:

Who?

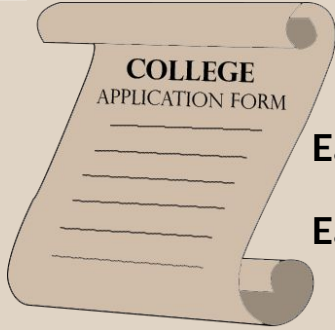
- **Application** Student completes
 - **Official Transcript** Sent by the school counseling office electronically
 - **Letter(s) of Recommendation** Sent by school counselor and/or teacher electronically
 - **High School Profile & Secondary School Report** Sent by school counseling office electronically
-



The Application & How Am I Applying: The Student

**Most college application are online using the following platforms.
It is a rare occasion that the application is only available hard copy.**

- **School specific application:** Found on schools' admissions website.
 - **The Common Application** (commonapp.org): One app for more than 1,000 colleges and universities. You must pay each schools' application fee unless you have a waiver. Eligibility for a Common Application fee waiver is determined by your answers to questions asked during the application completion. Final fee waiver authorization is done by the student's counselor.
 - **The Coalition Application** (coalitionforcollegeaccess.org): Similar concept to Common App with access to 170 colleges and universities. The Coalition schools are dedicated to graduating students with little-to-no debt, with the goal of making education for affordable.
 - **The Common Black College Application** (commonblackcollegeapp.com): One \$20 app fee to apply to any of the 66 member schools.
-



The Application & Deadlines: The Student

Early Decision	Application is a binding contract
Early Action	Non-binding with early admit decisions as a benefit of applying early
Priority	Non-binding with early admit decision and merit scholarship consideration as a benefit of applying early
Regular Decision	Final deadline for application that may not include special considerations
Rolling	No fixed deadline. Applications are accepted and reviewed as they are received up until the entering class size for enrollment is filled
Open	Application is considered up until the start of classes



The Application Component: The High School Transcript

**Who & How? The student makes the initial request.
The Counseling Office processes the request.**

- **Requests should be submitted at least 2-3 weeks before the college application deadline.** Requests are made by the student. Depending on your high school, the transcript request may be located in Naviance, it may be a Google or hard copy form. Check with your counselor or Registrar's Office for the method used by your school.
 - **The initial request that colleges will receive will include your grades from freshman year through the end of your junior year. The names of your senior year courses will be listed on the transcript. Official transcripts are sent electronically to schools where you plan to apply.**
 - **Unofficial transcript requests will also be released by the registrar. Email your registrar for their preferred method to make the request.**
-



The Application Component: The High School Transcript

Who? The Student

College & Career School/Trade Transcript Request Form

Authorization to Release Records Form

THIS FORM MUST BE SUBMITTED TO THE COUNSELING OFFICE BEFORE ANY TRANSCRIPT CAN BE SENT

**NORTHWEST HIGH SCHOOL
Release of Records &
Early Decision Acknowledgement**

Please drop off a copy of this signed document to the Counseling Office.

Release of Records

Public law 93-380 requires a parent/guardian signature before records can be released. We are not permitted to release any information without written authority.

I authorize the Counseling staff of Northwest High School to release my child's scholastic record, activity record, and any other pertinent information to colleges, trade schools, and other organizations as requested by my child.

Early Decision Acknowledgement (if applicable)

From the National Association for Admission Counseling, "Early Decision and Guaranteed Admission Plans"

Early Decision (ED) is the application process in which a student makes a commitment to attend a particular college or university. Students who apply to other institutions but may have only one ED application. The student must complete the application by the deadline. A non-refundable deposit must be made well in advance of May 1. Institutions with ED plans may restrict students from applying to other early plans. Institutions will clearly articulate their specific policies in their ED agreement.

If you are accepted under an ED plan, you must notify your counselor immediately and must promptly withdraw the applications submitted to other colleges and universities and make no additional application.

Student name: _____ Student ID#: _____

By signing below, I affirm that I have read and understand the Release of Records and the responsibilities of the Early Decision Acknowledgement process.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student ID # *

Your answer _____

Date of Birth: *

Your answer _____

Phone Number: *

Your answer _____

Choose _____

College Name & Location & deadline: *

Your answer _____

2023-2024 College & Career School/Trade Transcript Request Form: Northwest High School

*****BEFORE YOU COMPLETE THIS FORM*****

Please ensure that you have:

1. Turned in a signed Authorization of Release of Records form to the Counseling Office. <https://bit.ly/45PEyDg>
2. Added colleges to the "Colleges I am applying to" list in Naviance for all colleges you are requesting transcripts for on this form. Please note that all colleges that you add to this list will receive your documents. If you need to remove any colleges, contact your counselor.
3. Matched your Common App Account in Naviance.
4. Submitted the FERPA waiver on Naviance.

We will not be able to send transcript unless these items are completed.

*****DIRECTIONS FOR THIS TRANSCRIPT REQUEST FORM*****

You may request up to 10 transcripts on this form. If you need to add additional transcript requests, you must submit a new form. Upon completion of this form, you will send your transcript, letters of recommendation, and school profile to the colleges to which you are applying.

Complete this form by the deadline for the colleges to which you are applying, at least 20 business days before the transcript request deadline (see key deadlines below).

Transcript request by these dates below

College Deadline Date:

October 15, 2023
 November 1, 2023
 November 15, 2023
 Nov. 30/December 1, 2023
 December 15, 2023
 January 1, 2024
 January 15, 2024

Turn transcript request in by:

September 21, 2023
 October 11, 2023
 October 25, 2023
 November 9, 2023
 November 20, 2023
 December 7, 2023
 December 19, 2023

Any questions should be emailed to anupama_r_shivacharan@mcpsmd.org

EXAMPLES



The Application Component: Self Reported Academic Record (SRAR)

Who? The Student using an unofficial transcript

- The Self-Reported Academic Record (SRAR) allows applicants to record and submit courses, grades, and test scores as part of their application to participating colleges and universities.
- The 'Admissions' page on the college or university website should indicate if the SRAR is required.
- If your college or university requires SRAR it is mandatory for you to complete this part of the application even if you make the request to have your official transcript sent to the school.

Resource

Schools that require SRAR @ <https://srar.selfreportedtranscript.com>



The Application Component: Letters of Recommendation

Who? The Student, Counselor & Teacher

The student makes the initial request. Requests are processed/submitted by the Counseling Office or Teacher.

- First, ask your teacher face to face and follow up with a personal email to say thank you.
- Make your official recommendation request using Naviance at least 2-3 weeks prior to college deadline.
Most schools will require one counselor and one teacher recommendation. Some schools and programs require academic recommendation that are core subject specific.
- For applicants applying to college using The Common App - there is no need to list your recommenders in Common App. The Common App system will know that your high school is a Naviance school once you Match your Common App with Naviance... more on this later during senior year meetings with counselors at your school.

Who to ask?

Teachers who know you best and can speak to your work ethic!

Letters of recommendation content? Most high schools require a student and/or parent brag sheet completed by the student or parent for recommendation letter content. The brag sheet can be an electronic document or hard copy depending on your high school process.



The Application Component: College Test Scores

Who? The Student

The SAT

Register and send scores @ sat.collegeboard.org

The ACT

Register and send scores @ act.org

Test Optional:

The school admissions policy leaves submission of college test scores up to the student. If test scores are submitted, they will be used in the review process. **Not submitting test scores will not impact admissions decisions.**

College Test Fee Waivers are available for the SAT, ACT, TOEFL* or Duolingo*. Ask your counselor or college career information coordinator (CCIC) on ways you can secure a waiver.

College Board offers students the option to request a waiver through their website. Details can be found @ <https://satsuite.collegeboard.org/sat/registration/fee-waivers>

**The TOEFL (Test of English as a Foreign Language) and Duolingo may be required as part of the college application if English is a second language. The TOEFL and Duolingo are English proficient assessments used to evaluate the students ability to read, write, speak and listen to English. The college admissions office where you plan to apply can let you know if these tests are required.*

Important to note: AP test scores are not used as part of the college admissions process. They can be submitted to the college where you plan to attend for college credit consideration.



The Application Component: Extracurricular Activities/Resume

Who and How? The Student

Some colleges/universities will allow students to upload their resume, while others include a section for this information within the online application platform. Keep these things in mind when building your resume or extracurricular list.

- Volunteer work; school or community
 - Part-time work experience
 - School sponsored clubs
 - Sport team (both in and out of school)
 - Leadership experience
 - Student Government Association
 - Assisting with a family business
 - Helping with family responsibilities (care for a younger sibling or elder)
 - Religious organization activities
 - National Honor Society involvement
 - Student Service Learning Hours
 - Tutoring
 - Boys/Girls Scout participation
 - Music
 - Involvement in visual or performing arts
 - Gaming
-



Uncommon Application Components

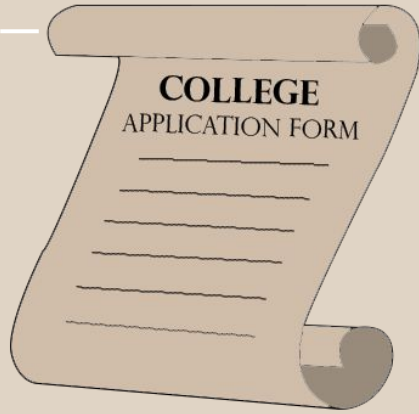
Who? The Student

The Interview:

- Could be virtual or in person
- Could be conducted by current admissions staff or alum (especially in the case of Ivy League schools)
- Be yourself
- Research the college
- Know why the school is a good fit for you
- Be well read and up on current affairs

Supplemental essay or short answers:

- Have at least two people proofread your essay
 - Follow the guidelines provided!
-



The Application Components Review

The student submits

- Application & payment
- SAT/ACT official test scores
- The College Essay

The high school submits

- Official Transcript
- Recommendations
- School supporting documents



Fun with creating a better than best college essay!

Presented by staff from the Montgomery College Writing Center... back by popular demand!