

## College Application Timeline: Class of 2018

### **September – December: Visit, Apply for Admission, Apply for Financial Aid**

- Register and take the ACT / SAT or other required exams.
  - October 28 ACT: registration deadline is September 22
  - December 9 ACT: registration deadline is November 3
  - November 4 SAT: registration deadline is October 5
  - December 2 SAT: registration deadline is November 2
- Gather letters of recommendation from teachers and your counselor if required.
- Meet with your counselor to address college application questions.
- Pay careful attention to all application details and deadlines.
- Complete and submit college applications well before posted deadlines.
- As soon as possible after October 1, submit the FAFSA (Free Application for Federal Student Aid) and any other financial aid documents required by your colleges. Find more information at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Check Naviance and Schoology regularly for college visits at NHS and scholarship opportunities.
- Visit and revisit colleges of interest. MEA break is a great time for campus visits: October 19-20.
- Schedule / complete any necessary auditions or interviews with your colleges.
- Earn strong senior grades.
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### **January – February: Finalize Applications**

- Write thank you notes to the adults who wrote letters of recommendation on your behalf.
- If any of your colleges require midyear transcripts, request them in writing through the Counseling Office. Request forms will be distributed in January.
- Receive admissions and financial aid notifications from colleges.
- Complete the Northfield Community Scholarship application; information will be shared with you in February.
- Earn strong senior grades.
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### **March – May: Make Your Decision**

- Decide where you are going—typically this needs to happen by May 1.
- Notify other schools or programs of your decision to attend elsewhere.
- Submit your deposit and other necessary materials to your college.
- Continue pursuing scholarship awards through links in Naviance as well as the college you will attend.
- During the month of May, complete the required NHS Senior Survey in Naviance. Final transcript requests are included. More information will be shared with you in May.
- Earn strong senior grades.

## College Application Process: Class of 2018

### **Getting Started:**

- Pay careful attention to all college application details, requirements and deadlines.
- Determine the best method to apply to each individual college: with their own unique application or with a multiple use application such as the Common Application or the Universal Application.
- Just over 500 colleges across the country utilize the Common Application in their admissions process. If you are applying to a college or multiple colleges using the

Common Application, you will need to create your online account at:  
[www.commonapp.org](http://www.commonapp.org) This is a lengthy application, so get started early!

### Updating Naviance and Requesting NHS Transcripts:

- Update your Naviance account by listing your colleges in the “Colleges I’m Applying To” section.
  - List each of your colleges by clicking “+add to this list” below the blue box. Be sure to also click the transcript box if your NHS transcript is required as part of your application (most colleges require this).
  - When you’ve listed all of your colleges, click “Add Colleges” at the bottom of the page.
- If you are using the Common Application for any of your colleges, you also need to match your Common Application account with your Naviance account.
  - In Naviance, go to “Colleges I’m Applying To” and complete the Common Application Account Matching in the blue box.
  - ***Your colleges must be listed in both your Common Application account and your Naviance account before any school documents can be submitted on your behalf.***

### Gathering Letters of Recommendation, if required:

- Don’t assume that people will write a letter for you. Talk to the individuals in person and ask if they are willing to write a letter for you. If they agree, then share further information about where you plan to apply and deadlines.
- Most NHS staff members will submit letters of recommendation in electronic form through Naviance. ***Because of this, you need to keep your Naviance account up to date to enable recommenders to submit documents on your behalf.***
- If a letter of recommendation will be sent hard copy through the regular mail, provide a stamped and addressed mailing envelope to your recommender.
- Complete a Student Highlight Sheet and give it to anyone you ask to write a letter of recommendation on your behalf: counselors, teachers, employers, pastors etc.
- Some colleges have specific forms for recommenders to complete: Teacher Recommendation Form, School Counselor Form, School Report Form. Share all of this information with your recommenders.
- Even when colleges do not require letters of recommendation, you may choose to submit a letter or two if you feel it will strengthen your application. Talk to your counselor if you’re unsure.
- To obtain the best quality recommendations, give your recommenders plenty of time to write...at least two weeks advanced notice, if not more. Remember, if you ask for a last-minute letter, you will likely get last-minute quality.

### Submitting Your Test Scores

- ***ACT / SAT scores are not included with your official NHS transcript.***
- Send your ACT / SAT score reports directly from ACT and / or the College Board. When registering for the exams, students are provided with four free score reports. Additional score reports require an extra fee and may be obtained as follows:

#### **ACT Score Reports**

Reports can be ordered online at a cost of \$13.00 per test date per score report. Score reports are not cumulative, so be sure to pick the correct test date. For more specific information, visit: <http://www.actstudent.org>

#### **SAT Score Reports**

Reports can be ordered online at a cost of \$12.00 per score report. Score reports are cumulative unless you select their “Score Choice” option. For more specific information, visit: <http://www.collegeboard.org>