


## Letters of Recommendation from Teachers

- Ask your teachers well in advance (i.e., months), and remind them closer to the deadlines.
- Provide each teacher a stamped envelope, addressed to the college, **if either of the following are true:**
  - Your teacher chooses not to send his/her recommendations electronically, or...
  - A college does not participate in the electronic delivery process (i.e., a “paper mail” college. Check Naviance for this.)(Be sure to include teacher recommendation forms in your application, if provided)
- Provide teachers with your earliest deadline date.
- Add your teachers to your recommender list on Naviance (in “Colleges I’m Applying To”).

## Standardized Test Scores

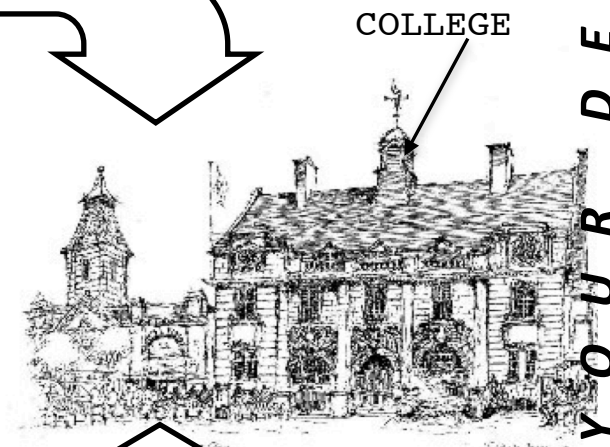
- Contact the College Board at [www.collegeboard.org](http://www.collegeboard.org) for the **SAT**, and [www.act.org](http://www.act.org) for the **ACT**.
- Contact Educational Testing Service at [www.ets.org/toefl](http://www.ets.org/toefl) for the **Test of English as a Foreign Language** (if necessary).
- Guidance does not send standardized test scores to colleges. You must order these directly from the testing services.
- Many colleges are now test optional. Visit [www.fairtest.org](http://www.fairtest.org) for a list of these schools.

## For Guidance

- Complete the following **before** your senior year college meeting:
  - Parent Brag Sheet and Senior Questionnaire (in Naviance)
  - Transcript Acknowledgement Form ([nvnet.org](http://nvnet.org) / Demarest / Guidance / Forms/Guides )
  - School Report Form for “paper mail” colleges. Paper mail colleges are indicated on Naviance by the stamp symbol . These reports are usually found in the applications themselves. Be sure to sign the privacy notice!  
*Note: Not all colleges have a school report form.*
  - FERPA privacy statement in the “Colleges I’m Applying To” section of Naviance. You must have a Common Application username and password to complete this step.
  - Add teacher recommenders in the “College I’m Applying To” section of Naviance.
  - Be sure all of the colleges for which you are requesting transcripts appear in the “Colleges I’m Thinking About” section.
- Bring the following **to** your senior year college meeting:
  - List of application deadlines
  - For “paper mail” colleges only: 9” X 12” manila envelope, addressed to the college, with your name in the upper left corner and 5 first class stamps (one envelope for each college)
  - For “paper mail” colleges only: midyear report form and a stamped business-size envelope addressed to each college (can be provided later in the year)
  - **Guidance requires at least 3 weeks (15 school days) to process your applications FROM THE TIME YOU FILL OUT YOUR TRANSCRIPT REQUEST CARD.** You must physically come to guidance to fill out this card! See deadlines on this pamphlet.

## Your Portion of the Application

- Ensure that you have a proper mix of Reach, Target, and Likely colleges.
- Be mindful of deadlines.
- Take your essay (i.e., personal statement) seriously. It could be the difference between acceptance and denial!
- Approximately 400 colleges now use the Common Application (“CommonApp”), which makes your application process easier. When completing the CommonApp, be sure to complete any supplements required by specific colleges.
- If you need help, contact the college admissions department or see your guidance counselor.



REMEMBER YOUR DEADLINES!