

**HIGH SCHOOL EAST COUNSELING CENTER COLLEGE APPLICATION PROCESSING FORM**  
 This form must be completed in full for every college application submitted for processing. It is the responsibility of the student to ensure that the information is accurate!

HS EAST  
 CEEB CODE:  
 332-493

	<input type="checkbox"/>	Coalition Application	<input type="checkbox"/>	Paper Application Attached
	<input type="checkbox"/>		Non-Common Electronic Application (ex. applySUNY or Direct College Website)	<input type="checkbox"/>

Deadline for submitting this form to Guidance Office:		College Application Deadline:	
	October 1 <sup>st</sup>		October 15 <sup>th</sup> (Priority Deadline)
	October 15 <sup>th</sup>		November 1 <sup>st</sup> (Early Decision/Early Action)
	November 1 <sup>st</sup>		November 15 <sup>th</sup>
	December 10 <sup>th</sup>		January 1 <sup>st</sup>
	A.S.A.P.		Rolling Admissions Colleges

Student's Name: \_\_\_\_\_ Counselor's Name: \_\_\_\_\_

Specific Name of College/University: \_\_\_\_\_

**Check the Appropriate Type & Deadline Date of the Application Below:**

Early Decision:**	Application Deadline Date: _____ **You may only apply to <u>one</u> college under this condition. Please consult with your Counselor. You must provide a signed hard/paper copy of the Early Decision Agreement to the Guidance Department.				
Priority Deadline:	Check Here:	Deadline Date:	Regular Decision Deadline:	Check Here:	Deadline Date:
Early Action Deadline:	Check Here:	Deadline Date:	Rolling Admissions Deadline:	Check Here:	Deadline Date:

- The following must be checked & confirmed before submitting your College Application to the Guidance Department:
- I have attached a printed copy of my online application confirmation (or signed the paper version application.)
  - I have digitally signed the FERPA waiver in my Common Application account.
  - I have signed & submitted the Student/Parent-Counselor Agreement-FERPA Form" (Co-signed by parent/guardian).
  - I have requested two teachers to upload their recommendations letters to my Naviance account & deliver signed hard/paper copies to Guidance.
  - I have submitted my completed Student/Counselor Questionnaire to my Guidance Counselor.
  - I have submitted my typed Resume (with Date of Birth) to the Guidance Office.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*VERY IMPORTANT:**  
 \*\*The college applicant is responsible to have all standardized test scores (SAT I, SAT II, ACT) sent directly from the testing service company to the specific college(s). See [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org) for more details.  
 \*\*For "paper version" applications (non-electronic) that require mailing, the Counseling Center will forward a copy of the student's Transcript, Activities Resume, Teacher Recommendations, and Counselor Recommendation.  
 \*\*Recommendations from individuals who are not school district employees/personnel should be forwarded directly to colleges by the recommender.

<b>COUNSELING CENTER USE ONLY:</b>	Date Received & Secretary Initials:	Date Logged & Given to Counselor:	Date Electronically Submitted & Counselor Initials:
	***Complete section below only when mailing application packet is required.		
	***Date Packet Returned to Counselor:		***Date Packet Mailed & Counselor Initials:

## STUDENT INSTRUCTIONS FOR NAVIANCE & COMMON APPLICATION 2018-2019

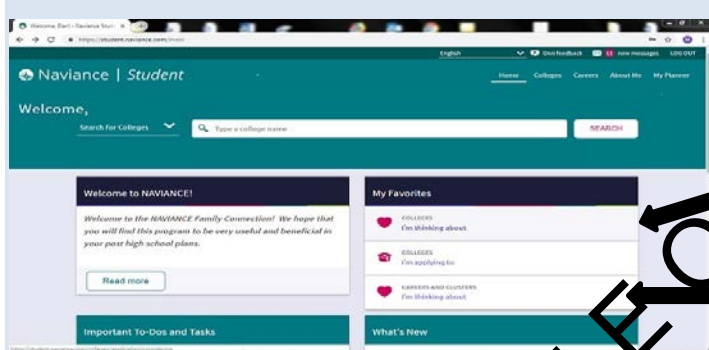
### Step #1: Create a Common Application account at: [www.commonapp.org](http://www.commonapp.org)

- When creating a CA account you must add at least one college!
- Electronically sign the “CA FERPA Waiver & Authorization” on Common Application
- Complete the application **entirely** and **submit the application**
- **Print the page confirming your application was submitted (NOT payment receipt!)**

### Step #2: Log-in to your Naviance account @ <https://student.naviance.com/hhhhse>

- Go to **Naviance Student** to **MATCH** your Common Application with your Naviance account
- Click “**Colleges**” → Click “**Colleges I’m Applying To**” → Click “**Match Accounts**”
- Enter your **e-mail address used to create your Common Application account** (make sure your date of birth is correct) then Click “**Match**”

Your Naviance User Name (Email Address) & Common App Account Email MUST be IDENTICAL!



- You will see a screen that resembles this picture.
- Remember that you can only enter “Colleges I’m Thinking About.”
- You **CANNOT** enter “Colleges I’m Applying To”; this is managed by the Guidance Department.

### Step #3: Once you actually apply and have submitted your application to the college:

- **Print** the **CONFIRMATION EMAIL** verifying the application was submitted (**NOT proof of payment receipt!**)
- Complete a blue **College Application Processing (CAP) Form** (available in the Guidance Office)
- **Staple** the printed **CONFIRMATION EMAIL** to the CAP form and submit **BOTH** to the Guidance Office

### IMPORTANT!

**DO NOT** Invite Teachers to Post Their Recommendation on the Common Application.  
(THIS IS FOR NAVIANCE ONLY.)

### Requesting Teacher Recommendations through Naviance:

Students must “invite” teachers to write and post letters of recommendation to Naviance

Please note that you should select the teachers in **PRIORITY ORDER**

- Log-in to “**Naviance Student**”
- Click on “**Colleges**” (top right of screen); Click on “**Colleges I’m Thinking About**”
- On the left side of the page, click on “**Letters of Recommendation**” and click the blue “**Add Request**” button. You will then be prompted to indicate:
  - “**Who would you like to write this recommendation?**” (Select the teacher from the drop down menu)
  - “**Select Which College This Request Is For**”. Select “**All current and future colleges I add to my ‘Colleges I’m Applying To’ list**” (You may want to add a brief “thank you” or personal note to the teacher.)
- Scroll to the bottom & click “**Submit Request**” (You will see a **green note** on top stating that you have successfully submitted your request.)



Again – **DO NOT** invite teachers to post their recommendations on the Common Application! **When submitting Blue Forms – you MUST attach an e-mail ‘confirmation of application submission’ – NOT payment confirmation!**