

# HOW TO APPLY TO



This Booklet is available on the EGHS website: Click on Student resources, College Resources - then on the left hand tab, click **HOW TO APPLY TO COLLEGE-A GUIDE FOR SENIORS**



# Elk Grove High School

## College Application Student Checklist



### Get organized

- Write down all usernames and passwords! (ESPECIALLY YOUR NAVIANCE LOG IN)
- Your Naviance Log in is the start of your student e-mail (First Initial, Last name, last 4 of ID#)
- Your password will be your student ID#

### Send ACT and/or SAT Scores (EGHS ACT Code 141-778)

- If you listed 4 colleges when you registered to take the ACT, these scores have already been sent to the college. Your paper score report will list these schools.
- If you need to send additional scores; go to ACT: [www.actstudent.org](http://www.actstudent.org) or SAT: [www.collegeboard.com](http://www.collegeboard.com) (Cost is \$12.00 per score report)

### Start Your College Applications

- Decide what schools you will be applying to
- Check deadlines and prioritize
- Determine whether the school accepts the Common App (CA) or if you need a School-Specific application

### **If Applying Through the Common Application**

1. Create your Common App Account at [www.commonapp.org](http://www.commonapp.org)
2. Click on the “**Common App**” tab
  - On the left hand menu select “**Education**”
  - Select “**Find School**” and **add Elk Grove High School**
3. Click on the “**College Search**” tab to add schools you are applying to
  - **Add at least one school to go to step 4**
4. Go to the “**My Colleges**” tab and click on “**Recommenders and FERPA**”
  - Under **FERPA Release Authorization** click “**release authorization**”
  - Read the instructions, check the boxes, click “**continue**”
  - Select “**I waive my right to review all recommendations...**”
  - Complete all the steps and check all boxes
  - Sign and save
5. Login to Naviance to match it to your Common App Account!!!!!!!
6. Click on the “**Colleges Tab**”
7. Under “**My Colleges**” click the “**Colleges I’m Applying to**” tab
8. Enter your Common App Username and Date of Birth (Your Common App username is the email you used to log-in for your Common App account)
9. Log back into Common App and under the “**Common App**” tab complete all steps, green check marks=complete
10. Continue to add schools you wish to apply to using the “**College Search**” and go to the “**My Colleges**” tab and complete all application sections and supplements for each college you add, green check marks=complete

**(Note: Steps 1-9 only need to be completed once)**

## **If Applying through a School Specific Application:**

1. Find the website for your school and click on the Admissions tab
2. Create a username and password and complete all steps
3. Check what supplemental materials the school requires and submit them

### **Complete a resume on Naviance if you need letters of recommendation**

Not all colleges require Letters of Recommendation, only if letters are needed, do the following:

- Log into Naviance and go to the “**About Me**” tab
- Click on **Resume** and scroll down to **Add New Entry**
- From the drop down menu, complete as many sections as possible
- The more sections you complete/details you give, the better your recommendation will be

### **Request Teacher Recommendations**

Not all colleges require teacher letters of recommendation. Only if letters are needed, **do the following at least 3 WEEKS before your deadlines:**

- **Make sure your Resume in Naviance is Complete**
- Complete the **Teacher Recommendation Request Form** for each teacher that you need a rec. from (this form is on the website)
- Go to your teacher in person with the Teacher Recommendation Request Form and ask politely whether he/she would be willing to write a recommendation.
- Teachers will upload their letters of recommendation to Naviance and send directly to the colleges based on what you indicate on the transcript release form.

### **Turn In a Green Transcript Release Form for EACH College (EVERY STUDENT MUST DO THIS TO HAVE TRANSCRIPTS SENT)**

- Turn in a green transcript release form at least 15 school days before the college's deadline.
- A separate transcript release form is needed for every school you apply to (5 schools=5 Transcript Release Forms)
- If you are on free and reduced lunch you qualify for a fee waiver, indicate this on the Transcript Release Form.
- **Indicate if you requested a Teacher Recommendation and put down the teachers names that are writing that recommendation for you on the Transcript Release Form.**
- Request School Reports or Counselor Letters of Recommendation
  - Not all colleges require counselor letters of recommendation or a school report. If yours does, please indicate this on your Transcript Release Form.

### **Check that ALL APPLICATION MATERIALS were sent/received**

- Log into Naviance and Click on the “**Colleges**” Tab
- Select “**Colleges I’m applying to**” and click on “**View Detailed Status**”
- Every item that has a green checkmark indicates that those items have been sent
- You can also check the status in your Common App Account if you applied via Common App.
- It is your responsibility to verify that the college has received all materials
- If you applied online, you can login to your accounts (School Specific or CA) and check what items have been received/completed.



# Teacher Recommendation Request Form

## **Directions:**

### **1) Check college websites to see if a teacher recommendation is needed.**

- Please DO NOT ask a teacher to write a recommendation if the college does not want one, they will not read it.
- Give your teacher at least 2 weeks (15 in school days) to write this letter

### **2) Complete your resume on Naviance**

- Log into Naviance and go to the “About Me” tab
- Click on Resume and scroll down to “Add New Entry”
- From the drop down menu, complete as many sections as possible
- The more sections you complete/details you give, the better your rec. will be

### **3) Ask your teacher in person if they are willing to write you a recommendation.**

- Take with you the Teacher Recommendation Request (below), listing the schools and deadline dates.

### **4) Submit a Transcript Release Form to the College and Career Center**



## **Teacher Recommendation Request**

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

<b>Due Date:</b>	<b>Name of College or Scholarship</b>

## Transcript Release Form Deadlines 2016-2017

For us to guarantee that your application will reach your school by the deadline you **MUST** have your Transcript Release Form turned in to the College and Career Center **15 FULL-IN SCHOOL DAYS** before the deadline. Below is a guide for those dates.

**If your application is Due:                      Have your Transcript Release Form in the CCC by:**

**November 1<sup>st</sup> ..... Friday, October 7<sup>th</sup>**

**November 15<sup>th</sup> ..... Tuesday, October 25<sup>th</sup>**

**December 1<sup>st</sup> ..... Monday, November 7<sup>th</sup>**

**December 15<sup>th</sup> ..... Monday, November 21<sup>st</sup>**

**January 1<sup>st</sup> or 2<sup>nd</sup> ..... Monday, November 28<sup>th</sup>**

**January 15<sup>th</sup> ..... Friday, December 9<sup>th</sup>**

**February 1<sup>st</sup> ..... Tuesday, January 10<sup>th</sup>**

**February 15<sup>th</sup> ..... Wednesday, January 25<sup>th</sup>**

**March 1<sup>st</sup>..... Tuesday, February 7<sup>th</sup>**

## State Universities at a Glance

<b>College Name</b>	<b>Median ACT</b>	<b>Median GPA</b>	<b>Tuition Per Year</b>	<b>Priority Deadline</b>	<b>Final Deadline</b>
Eastern Illinois University	19-24	2.7-3.4	\$11,144	N/A	Rolling Admission
Illinois State University	21-26	3.08-3.80	\$13,270	November 15	April 1, 2017
Northern Illinois University	19-25	2.85-3.70	\$11,992	December 1	August 1, 2017
Northeastern Illinois University	19	N/A	\$10,848	N/A	July 15, 2017
Southern Illinois-Carbondale	19-25	2.62-3.60	\$12,251	December 1	May 1, 2017
Southern Illinois-Edwardsville	20-25	N/A	\$9,738	December 1	May 1, 2017
University of Illinois Chicago	22-26	3.03-3.60	\$15,600	November 1	January 15, 2017
University of Illinois	27-32	N/A	\$15,602	November 1	January 16, 2017
University of Illinois Springfield	19-24	2.87-3.79	\$11,367	N/A	May 1, 2017
Western Illinois University	18-23	2.57-3.48	\$11,283	December 1	August 1, 2017

# Common Questions About The Common Application

## **What is the Common Application and Why Should I use it???**

A single, standardized, college application accepted by over 600 colleges and universities as of 2015-2016. Once you complete the Common Application, you can send it to any Common Application School. Having one set of forms to multiple schools saves you time and effort.

## **How Do I know my College Deadlines?**

Once you have added a school to your Dashboard, click on the “My Colleges” tab to find the deadline date for that school.

## **How Do I know if a counselor or teacher recommendation is required?**

Go to the “College Search” tab and click on the “Application Requirements” at the top. You will find a searchable database of all Common App Schools. If the Counselor Recommendations is required there will be a Check in the CR column. If a Teacher Recommendation is required there will be a check in the TE column.

## **How do I know if I qualify for the fee waiver?**

The Fee waiver question should only be answered yes by students who can prove they qualify as low income (e.g. you have free and reduced lunch).

## **Fast Facts to help you complete The Common Application:**

- If you are a US Citizen it is optional to list your Social Security Number
- Undocumented Students should say “other non-US” for Status and select “I do not hold a current valid U.S. non-Immigrant visa.”
- Class Rank: None
- Class Size: 504
- Date of Entry: 8/2013
- Graduation Date: 06/04/2017
- GPA scale: 5.0
- GPA Rank Weight: Weighted
- Full year courses=1 credit, ½ year=.5 credits, PE=.25 credits