

ITEMS TO BE COMPLETED FOR THE COLLEGE APPLICATION PROCESS

- Autobiographical Character Sketch** – Write your own letter of recommendation, if you will. This is your opportunity to discuss *everything you feel* should be highlighted in your counselor’s letter of recommendation. This exercise may help you brainstorm ideas for your college essay(s). Use any format you like and know that this is for your counselor’s eyes only – it will not be sent anywhere! You can find the Autobiographical Character Sketch on the **Guidance website** and on **Naviance** (Located in *Document Library: Summer folder*). Take the liberty of adding any other relevant information (**we encourage you to be prolific!**).

- Parent Brag Sheet** – Parents are asked to complete the Parent Brag Sheet; this is helpful information your counselor may want to use in his/her letter of recommendation. This form is on the **Guidance website** and on **Naviance** (Located in: *Document Library: Summer folder*).

- Resumé** – Compile and organize your activities, clubs, athletics, community service, work experience, internships and special programs in which you have participated, from 9th grade to 12th grade, both in & out of school, including summers. Do the same with any awards, honors or other commendations you may have received. Resumé templates can be found on the web and in Microsoft Word.

- College Essays** – **Review** the essay prompts on the application(s) of your prospective schools! **Begin** your essays by formulating thoughts and ideas on people and things that are significant to you; your values; who you are, how you got here and perhaps where you want to go. Have fun with it and be yourself! Focus on concepts, not grammar and punctuation--that will be refined later. Remember...your essay is the **voice** of your application! It is your **primary** opportunity to express yourself to the college admission committee! Upon returning to school, consult with an English teacher to assist you. *Most likely you will be using the Common Application; thus we suggest you utilize one of their essay prompts to write your rough draft (PDF file located on Naviance in the *Document Library: Summer Folder*).

- Letters of Recommendations** – Begin to think about the **two** academic teachers (ideally from junior year) you will request to write you a letter of recommendation to be sent directly to colleges. Give them as much time as possible to compose your letter, and inform them of your earliest deadline. In the fall, we will go over the specific procedures for processing letters of recommendation. You might consider asking supervisors related to community service, internships, and work experience to write on your behalf, as an additional letter. If you plan to utilize someone from outside of school for a recommendation, ask those individuals to write your letter this summer to ensure it will be ready in time.

- Research Colleges** – Determine what is important to you in selecting a college and keep an open mind throughout the college exploration process. Comb through the literature and information on the web to consider what each school has to offer (academic majors, course offerings, campus activities, special programs, etc.). Plan for campus visits as soon as possible, as this is a vital component of the college exploration and application process. Call the school or consult their website to obtain information about campus tours and/or information sessions.

**** Your goal for September is to have a working list of colleges you plan on applying to, including likely, target and reach schools.** As you compile your list, **please take note of deadlines and application requirements.** Continually update your prospective school list on **Naviance** (*Located in Colleges Tab: Colleges I'm Thinking About*).

In the fall, attend the **mini-college conferences** and individual college representatives' visits held at North. A frequently updated schedule will *only* be found on Naviance, and students must register to attend.

Special Talents – If you have an exemplary talent that will be a vital component of your college application, you should contact the respective personnel at each college. For example, fine/performing artists should contact the relevant department; potential athletes should contact college coaches/athletic departments (and register online with the NCAA Clearinghouse). It is prudent to follow-up on any reasonable suggestions they offer.

Standardized Testing – If you plan on re/taking any exams, register as soon as possible. Note that the deadline for registering for the September 9th ACT is August 4th; the deadline for registering for the August 26th SAT/SAT II is July 28th.

You are responsible for having your scores *officially* sent to the colleges through the College Board and/or ACT website. If you are applying Early Decision or Early Action, and plan on taking any standardized test(s) in the fall, check the application guidelines for that school.

College Applications – Once you have completed your autobiographical sketch, résumé and have begun writing a rough draft of an essay, you should start working on college applications. There are multiple application platforms (*Common, Universal, Coalition*, and college specific applications), so be sure to check college websites to verify the platform they utilize. You may be able to minimize your workload if several of your colleges accept the same application. The *Common App* will go live for the 2017-18 admissions season on **August 1st**. The *Coalition Application* is currently live.

Transcript - In late August/early September, carefully review your updated **transcript** located in Campus Backpack link on the ParentPortal and immediately address any *mistakes* that need to be corrected. Notify Guidance regarding errors with your address, phone #, etc.

Submitting Applications to Guidance – *When submitting an application for the first time, you must make an appointment with your counselor for the whole period.* You will need to meet with them in person each time, to verbally request that we send an application and sign off on the “application submission request form.” ***Your first request for release of your academic records must be made at least 15 school days before the college deadline... subsequent applications are due 10 school days prior to the college deadline.***

- ✓ ED/EA college deadline of November 1st - due to counselor: **October 11th**.
- ✓ Any college deadlines of November 15th – December 1- due to counselor: **October 23rd**.
- ✓ All remaining applications - due to counselor: **December 1st**.

Be sure to save all of your work on a drive (Google, flash) other than your home computer.

Senior Year really matters! Your senior *courses in progress* are listed on your transcript and *every* college you apply to automatically receives your mid-year grades. The college you are accepted to will monitor your work for **all** of senior year!