

College Applications

Who Does What? And When?

Common Application (or school-specific application)

Who: **STUDENT**

When: Application deadlines vary by school, so students will need to pay close attention to their deadlines. Typically, early applications are due in November (usually around the 1st or 15th) and regular decision deadlines are in January (usually around the 1st or 15th).

Additional Details: The application (Common App or school-specific) is submitted, usually online, by the student. It must be submitted by the deadline. This includes the college essay, the application fee (or fee-waiver if applicable), and student/parent information. **The STUDENT is responsible for making sure their Common App is linked to SCOIR, signaling to their counselor the schools they intend on applying to and that the supporting documents should be submitted for the proper deadline.**

Teacher Recommendations

Who: Teacher

When: Teachers upload recommendation letters online through SCOIR by the application deadlines. Most schools allow an extra few days (or up to 2 weeks) for “supporting materials” (like recommendation letters).

Additional Details: The **STUDENT** is responsible for communicating with their teacher about deadlines, providing the teacher with the teacher recommendation form AT LEAST one month before their first deadline (letters won’t be written without this). While students do have a choice, almost always, students waive their right to see their recommendation letters. This means that they will not be able to see their recommendation letter before, during, or after the application process.

Counselor Recommendation

Who: Guidance Counselor

When: Guidance counselors submit recommendation letters, transcript, school report, and school profile online through SCOIR by the application deadlines. Most schools allow an extra few days (or up to 2 weeks) for “supporting materials” (like recommendation letters).

Additional Details: The **STUDENT** is responsible for communicating with their guidance counselor about deadlines, providing the guidance counselor with the senior self-assessment form AT LEAST two weeks before their first deadline (letters won’t be written without this), and giving their guidance counselor a list of schools to submit the letter to. While students do have a choice, almost always, students waive their right to see their recommendation letter. This means that they will not be able to see their recommendation letter before, during, or after the application process. Sometimes, these letters are used during the scholarship application process.

Transcript

Who: School Counselor

When: This is sent by the school counselor with the recommendation letters and any additional school information by the application deadline. Most schools allow an extra few days (or up to 2 weeks) for “supporting materials” (like the transcript). Our Q1 grades come out after November 1, so we will send updated transcripts once those grades are available.

Additional Details: The **STUDENT** is responsible for communicating with their school counselor about deadlines. Schools often ask for mid-year transcripts. We will send these automatically, there is no need to request this.

SAT/ACT Scores

Who: **STUDENT**

When: CollegeBoard and ACT suggest requesting that score reports be sent at least 2 weeks prior to the application deadline to ensure time for processing on both ends. Many colleges expect the scores to arrive by the deadline.

Additional Details: The **STUDENT** is responsible for requesting the score reports be sent through the CollegeBoard or ACT websites. There are fees associated with sending score reports.

FAFSA

Who: **Student and Parent/Guardian**

When: Starting October 1, students and their parents/guardians can begin completing the FAFSA at fafsa.gov. You may check with the specific school's financial aid office to confirm deadlines for submission.

Additional Details: There are a variety of resources available to help students and families with the FAFSA. Remember, you will need information about your tax return from the tax season 2 years prior to the year you are applying for aid. **DO NOT PAY TO SUBMIT YOUR FAFSA - IT'S FREE!**

CSS Profile

Who: **Student and Parent/Guardian**

When: Starting October 1, students and their parents/guardians can begin completing the CSS Profile at <https://cssprofile.collegeboard.org/>. Check with the school's financial aid office to confirm deadlines for submission.

Additional Details: Not every school will require the CSS profile, but it is the responsibility of the **STUDENT** to know which schools require it. There is a fee associated with the CSS profile unless your responses indicate you are eligible for a fee waiver.

Application Fees

Who: **STUDENT**

When: The application fee is submitted with the application (Common App or school-specific application) and needs to be paid for with a credit/debit card, typically.

Additional Details: Some students will be eligible for fee waivers based on their eligibility for free/reduced lunch. Others may receive codes from schools they visited that will waive the fee. Typically, without a waiver, these fees range from \$40-\$60.

*It is VERY likely that you will receive communication from the schools you apply to saying that they are missing pieces of your application (recommendation letters, transcripts). Typically, this is due to the processing time it takes for all of the pieces to be compiled into your file. Teachers and school counselors can confirm the submission of materials but note that usually, after about a week, everything has been compiled into your file. If you are worried, feel free to ask, but also trust that everything was sent and that it's just taking time for the college to process materials.