

Twinsburg High School

College Application Guidebook



THS School Counseling Department

Mr. Ryan Lecaros: Last Names A-D, rlecaros@twinsburgcsd.org 486-2409

Mrs. Riley Helton: Last Names E - K, rhelton@twinsburgcsd.org 486-2411

Mrs. Karen Graves: Last Names L - R, kgraves@twinsburgcsd.org 486-2410

Mrs. Kristie Lewis: Last Names S - Z, klewis@twinsburgcsd.org 486 2412

Ms. Ariel Durden: Administrative Assistant, adurden@twinsburgcsd.org 486-2406

Ms. Wendy Paul-Mikulka will serve as the long-term counselor substitute for Mrs. Helton.

www.twinsburg.k12.oh.us

Twinsburg High School

Applying to College Step by Step



Applying to Colleges requires a detailed approach. This guide has been developed to help you through the process step by step. Please follow each step closely; failure to do so may result in your application being incomplete or incorrect. These steps are laid out, in detail, in this guide.

STEP 1 – COMPLETE YOUR APPLICATION ON THE [COMMON APP](#), [COMMON BLACK COLLEGE APP](#) OR DIRECTLY TO THE COLLEGE.

STEP 2 – COMPLETE YOUR [NAVIANCE](#) REQUIREMENTS

STEP 3 – REQUEST TRANSCRIPTS BE RELEASED THROUGH THE SCHOOL COUNSELING OFFICE BY USING THE [VIRTUAL TRANSCRIPT REQUEST FORM](#)

STEP 4 – CONFIRM WITH COLLEGES THAT THEY HAVE RECEIVED YOUR SCHOOL DOCUMENTS.

College Application Timeline for Seniors

The THS Counseling Office requires that all processing requests be submitted to the office *two weeks before the application deadline.*

Please remember that the School Counseling Office is **closed during Thanksgiving Break and Winter Break**. We want to ensure that we have the appropriate time to spend on each request for processing, writing recommendation letters, and completing forms. **Please check with your School Counselor if you have any questions.**

DEADLINES 2024/2025: (Always allow two weeks for processing at THS before a college/scholarship deadline!)

College Application Deadline:

OCTOBER 15

NOVEMBER 1

DECEMBER 1

JANUARY 1 – MID-JANUARY



THS Processing Request Deadline:

OCTOBER 1

OCTOBER 15

NOVEMBER 15

DECEMBER 4

STEP 1

COMPLETE YOUR APPLICATION ON THE COMMON APP OR DIRECTLY TO THE COLLEGE.

Which one should you choose? If the school you are applying to is NOT a common app school then you will need to apply directly to the college on the college website. If your college IS a common app college and you are applying to multiple colleges, it will save you time to fill out the common application.



TWINSBURG HIGH SCHOOL GUIDE TO THE COMMON APPLICATION 2025-2026

Q: What is the Common App?

A: The Common Application (informally known as the Common App) is an undergraduate college admission application that applicants may use to apply to any of more than 900 member colleges and universities in 49 states. NOT ALL COLLEGES ARE COMMON APP SCHOOLS. If you are applying to multiple common app schools, one common application can be used for all schools, eliminating a lot of redundant work.

Q: Should I use the Common App?

A: If you are applying to multiple colleges that are Common App schools, we recommend that you use the Common App. Fill it out once and then it can be sent to all of these schools. Don't be afraid that colleges will pay less attention to The Common App than their own application—they won't. So if you have two or more Common App colleges on your list, use it!

****If you are only applying to one college or to several colleges that do not use the Common App, you will apply directly to the University via their individual webpages.**

Q: How do I know what schools are Common App Schools?

A: [CLICK HERE](#) to find out which schools use the Common App.

Step by Step Guide to filling out The Common Application

CREATE AN ACCOUNT:

1. **ALWAYS** use your personal email for applications. Your THS email address will likely put college emails into the spam folder and also your THS email address will be immediately deactivated once you graduate.
2. Use the same username and password for all college applications.
3. The Common App requires a password that has uppercase, lowercase, number and character requirements so save it in your phone for the future!

COLLEGE SEARCH TAB:

1. This is where you search to find colleges to which you plan to apply and add them to a centralized list.
2. Make this the first thing you do after setting up an account so that you can see the requirements for each institution!

DASHBOARD/MY COLLEGE TABS:

1. In these two tabs, you can see specific information about your chosen schools, see application requirements, and manage the sending of your applications.
2. This is where you will find the FERPA link to click and authorize the release of your transcripts and materials.
 - FERPA TIP: You **MUST** complete the FERPA release in this section or the counselors will not be able to send your materials when the time comes.
 - FERPA TIP: You only need to complete the FERPA release once and it will cover all Common App schools.
 - FERPA TIP: When asked if you waive your right to see recommendations, say YES.
3. Since THS is a Naviance school, you will NOT need to worry about inviting your recommenders (teachers, counselors) here on Common App. You will do this in Naviance.

COMMON APP TAB (Seperate Guide Sheet also available)

1. This is the actual Common Application that you need to complete. Below is a breakdown of many of the sections within the application to provide guidance...
 - a. Under **PROFILE:**
 - TIP – Under Personal Information: Use your **FORMAL NAME** – be consistent
 - TIP – Under Contact Details: Use the same email for **ALL** college applications and then make sure you check your email!
 - TIP- Under Common App Fee Waiver – Only say yes if you meet the criteria for and have turned in Free and Reduced Lunch paperwork with THS. If you are requesting a fee waiver, you **MUST** alert your school counselor or it will not be applied!
 - b. Under **EDUCATION:**
 - Under Current and Most Recent School- Date of entry for most of you who entered as freshman will be **08/2021**
 - Under Graduation Date: **May 27,2025**
 - Under Counselor Information:
 - c. Under Grades:
 - Class rank reporting – no

- GPA Scale – 4.0
 - Graduating class size –308
 - GPA Weighting – Weighted
 - Rank Weighting – Weighted
 - If you need a copy of your course history to enter, please contact the counseling office.
 - Under Current Year Courses –
 - List ALL courses
 - Make the course name the same as what is in your schedule.
- d. Under Honors –
- NHS Can go here
 - Don't forget your annual awards ceremony recognitions
 - Think about everything you have done the last 4 years that has received recognition and enter it in.
- e. Under Testing –
- Whether or not you report your scores in this section, please remember you also have to have all test scores sent directly from the testing company.
 - If you have an upcoming test, you can put it under "Number of future sittings you expect."
 - For ACT – The first thing you will put in is your highest COMPOSITE score from one single test date, then you put in your highest subscores out of all your test dates.
 - I have heard about Common App using a different reporting scale than what the ACT uses. If you run into this issue, please follow the following link for clarification on comparing scores.
[CLICK HERE](#)
 - For SAT – You input your highest subscores out of all your test dates.
- f. Under Activities –
- You only have room for 10, so prioritize and choose wisely!
 - You will be asked to describe the activities but space is limited to a few sentences for each activity.
 - Guesstimate hours per week and weeks per year.
- g. Under writing – (there is an additional guide to writing prompts at the end of this college application guide)
- Writing prompts are NOT REQUIRED for all colleges but some require them. The Common App will let you know if the essay is required for the colleges you have inputted.
 - Personal Essay – Work on your essay outside of this application in MS Word, Google Docs etc and when it is ready, copy and paste it in the Common App. Please remember that all of your chosen Common App schools will receive the same essay. It is recommended that you have your essay proofed by another set of eyes.
 - Additional information – Only use this section if you wish to provide details of circumstances or qualifications not reflected in the application.

QUESTIONS LINK UNDER EACH INDIVIDUAL COLLEGE

1. The questions tab under each college includes additional questions you must answer that are specific to each school. Some schools have been sneaking in additional writing in the questions section!

2. Sometimes based on the way you answer these questions, it may generate additional writing prompts, so please pay attention!

2024-2025 COMMON APPLICATION ESSAY PROMPTS

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

STEP 2

COMPLETE YOUR NAVIANCE REQUIREMENTS

1. In order to move onto Step 2, you must have completed Step 1 first!
2. If you are using the Common App, you must “match” your Common App account with your Naviance account. This allows us to send your school documents via Naviance, through your Common App account, to your college of choice.

Steps:

- a. Log into your Naviance Account:
 - b. Click on the Colleges tab
 - c. Then click on ‘Colleges I’m Applying To’
3. In order to match your Naviance and Common App accounts, you must first have your Common App account set up! Follow the steps in the red box to match that account and complete the FERPA waiver (the FERPA waiver is in your Common App account, not Naviance!)



! It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

Match Accounts



4. Once you click on the 'Match Accounts', you need to input your email address that you used to set up your Common App as well as your date of birth.

Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

Match Your Accounts

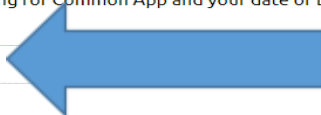
Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

12/28/1999

Match Accounts



5. ****When you match your Naviance account with your Common App account, ALL the colleges that you input in Common App will automatically be uploaded into your 'Colleges I'm Applying To' tab in Naviance.**
6. If you are not using Common App and/or would like to add additional colleges then click on 'Colleges' then 'Colleges that I'm Thinking About' and click 'Add Colleges to List'. Here you can search for your college by name, region, etc. Then click the box next to the college and click 'Favorite'.

[Back](#)

COLLEGE
Lookup

Lookup by:
Quicklist

College search results

1 selected + = extended profile available = colleges applied to

You searched by Quicklist

Actions Favorite

College	Location
☒ + The University of Akron	Akron, OH
☐ + Bowling Green State University	Bowling Green, OH
☐ Case Western Reserve University	Cleveland, OH

7. You will then come to a screen where you see the college selections you just made as 'Colleges that I am Thinking About'. If you are ready to move any college on this list to 'Colleges I Am Applying To', click the box next to your college then click 'MOVE TO APPLICATION LIST'.

Colleges I'm thinking about

Search for colleges

+ Add Colleges to List

1 selected UPDATE INTEREST MOVE TO APPLICATION LIST REMOVE + = extended profile available

College	Delivery type	Added By	Application Deadlines	Interest
☒ The University of Akron	CA	Student	Multiple Deadlines	N/A

8. As soon as you click MOVE TO APPLICATION LIST, a box will pop up that requires you to enter some important information. It will look like this:

STEP 1 Add Applications

STEP 2 Request Transcripts

The University of Akron

Which application deadline do you prefer?

Regular Decision

How will you submit your application?

Via Common App

☒ I've already sent my application

Add Applications

ADD AND REQUEST TRANSCRIPTS

- Which application deadline do you prefer? You must be accurate here as this will determine deadlines and how your school documents are submitted. Please be accurate, do not guess! More information on your deadline options below. CHOOSE WISELY
- How did you submit your application? Common App or directly to the institution? Make sure you are accurate or your transcript will not be sent and your application at your university will not be reviewed.
- Click 'I've already sent my application' ONLY IF YOU REALLY SUBMITTED IT!
- Finally, click 'ADD AND REQUEST TRANSCRIPTS'

More Information About Application Deadlines:

Rolling Admission—Many colleges make admission decisions on a rolling basis. This means that approximately four weeks after an application is received in the admission office a decision is made. Possible decisions are “admit”, “not admit” or “defer”. If deferred, you will need to inform the School Counseling Office to have a transcript sent after the end of first semester.

Regular admission—Many colleges notify students of admission decisions on set dates. Admission plans for colleges with set deadlines are “regular decision”, “early decision” and “early action”. Depending on the admission plan you choose, the college reads all the applications for that particular group and then mails the admission decisions on one particular date. Regular decision involves applying by a set date and receiving an admission decision by another set date. Possible decisions for this plan are “admit”, “not admit” or “wait list”.

Early Decision—Typically done for your first choice college. Early decision requires a binding commitment from a student if admitted. You may not choose more than one school early decision. Possible decisions for this plan are “admit”, “not admit” or “defer”. Deferred students are placed in the regular admission pool. Some schools require a early decision contract. If your school requires one, you must complete the contract and get it signed by the proper individuals and turn it in to your college by the early decision deadline.

Early Action—Early Action allows a student to apply early and be notified early. Possible decisions for this plan are “admit” or “defer”. If admitted, a student is not committed to attend. If deferred, the student is placed in

the regular admission pool.

9. Next, you will be prompted to request transcripts in NAVIANCE for your college applications. When first applying, request an Initial. You can request additional transcripts such as midyear transcripts later using Add Transcript Request from your application list.

Progress bar: Add Applications (completed) — STEP 2 Request Transcripts (current)

What type of transcript are you requesting?

☒ Initial

☐ Final

Where are you sending the transcript/s?

X The University of Akron

Request and Finish

10. Letters of recommendation:

- a. Determine how many (if any) recommendation letters you need based on the colleges to which you are applying. **NOT ALL COLLEGES REQUIRE LETTERS OF RECOMMENDATION!** Unclear if you should get the letters for your college? Search admission requirements for your particular college to find out.
- b. Before you make any requests to teachers or your counselor, make sure that your **BRAG SHEET** is completed in Naviance. Under the “About Me” tab, select “Surveys from your School”. Finally, select ‘THS Student Brag Sheet’ and complete the survey. Teachers will have access to this brag sheet so they can pad your recommendation letters.
- c. Talk with your teachers **IN PERSON** and **IN ADVANCE** to ask if they would write a recommendation letter for you.
- d. After you have confirmed that the teacher is able to write a letter for you, go on to your Naviance account and add teacher recommendation requests.
- e. Click on ‘Colleges’, then ‘Colleges I’m Applying To’ and then click on ‘Letters of Recommendation’ at the bottom of the page to electronically enter the request.

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information.

- f. Click on the “Add Request” button. Select a teacher who agreed to write you the letter and indicate where you want the letter attached to (we recommend that you select ‘All Current and Future Colleges’. Make sure to click the “Submit Request” button.

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher ▼

2. Select which colleges this request is for:*

☐ Choose **specific** colleges from your *Colleges I'm Applying To* list

☒ All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

- g. Remember to write the teachers thank you notes after they have completed this information for you!

- h. Notes about letters of recommendation:

- Some colleges do not require recommendation letters and two are the most that are required. Please do not request more recommendation letters than are needed.
- We cannot add any recommenders from outside of THS to Naviance. If you are requesting a recommendation from another school, a neighbor, employer, coach, etc., be sure to provide them with an addressed, stamped envelope so they can mail the recommendation directly to the college.
- THS does not release recommendation letters to students.

STEP 3

COMPLETE TRANSCRIPT PROCESS THROUGH THE SCHOOL COUNSELING OFFICE

1. NOW IT'S TIME TO FILL OUT YOUR TRANSCRIPT REQUEST FORM THROUGH THE VIRTUAL TRANSCRIPT REQUEST FORM

- a. Complete the Google Survey Transcript Request form virtually to request a transcript to be sent to the college(s) you have applied to. Do NOT submit the google form until your applications are complete. One google form submission is needed for each college. Please submit the google form once you have completed all prior steps. This form will not accept responses until September 16, 2025.

[CLICK HERE](#) to request your transcript.

2. Once your School Counselor has received your google form transcript request, they will send out all necessary documents via Naviance including: school profile, school transcript (includes your senior schedule), Common App forms (if required), letters of recommendation, fee waivers, etc.
3. Test Scores:
 - a. THS does not send out ACT or SAT scores to colleges. It is the student's responsibility to submit test scores to the colleges.
 - b. Log on to your www.actstudent.org and/or www.collegeboard.org accounts to have your ACT and/or SAT scores sent to the colleges to which you have applied.
 - c. If a school you are applying to is test optional, please reach out to their admissions office to make sure this is the case and obtain any pertinent information from them not submitting test scores.

STEP 4

Call the admission offices where you applied to confirm that they have received your school documents. If they have not received your documents, please check with your school counselor to confirm that they were sent.

Good job, YOU DID IT!

Additional Resources:

The College Essay



What Admissions Officers Want to Find: The essay is a window into your mind and personality; it reveals your uniqueness—what you think about, what drives you and what you aspire to be. An effective essay can compensate for a weakness in other parts of the application.

- The best essays begin with a “hook” to catch the reader’s interest.
- Writing honestly about yourself-genuineness is important.
- Write a unique essay.
- Focus on a single area.
- Be proud of your achievements, but don’t brag.
- Avoid repeating in your essay what you have written elsewhere.
- Have someone, a parent, teacher or school counselor read your essay and make suggestions—revise it.
- Focus on educational or personal reasons for going to college, not on social, economic or family reasons.
- Clarity and originality of thought is important.
- Show maturity.
- Organize your thoughts. Brevity is key.
- Use precise and economical language. If you can say it using less...use less.
- Always check grammar, spelling and punctuation.
- Use specific detail to "show" rather than tell.
- Avoid negativity.
- Make sure your ideas are well-organized and your writing shows logical progression.

- Demonstrate your ability to think in a nuanced, sophisticated manner.
- Use strong, specific diction.
- Vary sentence structure.



If you intend on playing a sport at a Division I or II college, you must register with the NCAA.

https://web3.ncaa.org/ecwr3/??links.ncaa-play-college-sports_en_US??

Once registered, you must complete a set of tasks, the most important of those being:

- *Request an "INITIAL" transcript.
- *Follow up in the School Counseling office by turning in a Transcript Release Form.
- *Have ACT/SAT scores sent directly from the test company.
- *Request a "FINAL" transcript IN MAY. Again, this is done within your NCAA account. .
(Refer to your NCAA account for other tasks)

Please see the Counseling Office to learn more/get help for registering for the NCAA. Contact information is on the front of this packet.