



Elements of the Four-Year College Application Process

The Application

- **The Common Application:** The majority of colleges accept an electronic application called “The Common Application.” The link to start this application is www.commonapp.org.
- **Other Electronic Applications:** Some colleges require their own unique application, which can be found on their individual college websites.
- **The College Essay:** most schools require a personal essay. The FHS Writing Center (located in E207) and Ms. Erikson in the College and Career Center (located in the library in room A106) are accessible for support.

Student Transcript

How do I have my transcript sent to colleges and universities?



1. Give us permission to send your transcript.
 - a. Create a Common Application account. While on your Common Application Account, complete the privacy agreement (FERPA).
 - b. Log onto your Naviance account and match the two accounts (Naviance and the Common Application).
2. Tell us where to send your transcript by filling out the “Transcript Request Form,” which is available in hard copy form only (this form can be found in either of the School Counseling Offices—D102 or D109).

*For step-by-step instructions on how to request a transcript, please visit the FHS website:

[FHS Website → School Counseling → Navigating the College App. Process]

Counselor Letter of Recommendation

If you are applying to a college that requires a school counselor letter:

1. Fill out the “Student Interview Packet” and “Parent/Guardian Brag Sheet.” These forms are available in the School Counseling Offices (D102 or D109), and are also available on the FHS Website:
[FHS Website → School Counseling → Navigating the College Application Process].
2. Schedule an appointment (at least 10 school days prior to the application deadline) to meet with your counselor. You and your counselor will have the opportunity to talk about your letter and discuss what you would like highlighted for colleges.
3. Your letter will be submitted by the application deadline(s).
Please Note: School counselor letters are not automatically written. You **must** meet with your school counselor in person to submit your Student Interview Packet and make this request.

Teacher Letter(s) of Recommendation

1. Pick up a copy of the “Teacher Letter of Recommendation Letter Guide” that is available in the School Counseling Offices (D102 or D109) and also on the FHS Website:
[FHS Website → School Counseling → Navigating the College App. Process]
2. **In person**, ask teacher(s) if they would be willing to write you a letter of recommendation.
3. Be sure to give your teacher(s) the “Teacher Recommendation Letter Guide,” with your colleges listed so they know where to submit your letter. Please note: Teachers sending their letters electronically through Naviance **will not be able to submit their letter until you turn in your “Transcript Request Form”** because that is how your colleges are added to your Naviance account.
4. Write a thank-you note to each teacher who took the time to write you a letter of recommendation!

Standardized Test Scores: SAT, ACT, & TOEFL

- If needed, take or re-take the ACT/SAT **this year**. To see when the ACT/SAT is offered at FHS this year, please visit the following [FHS Website → School Counseling → Navigating the College Application Process]
- Sending your scores to colleges:
 - **YOU** send your official score report to the colleges to which you are applying! You can do this through the test center website:
 - **SAT:** www.collegeboard.org
 - **ACT:** www.act.org
 - **TOEFL:** <http://www.ets.org/toefl/ibt/scores/send>

****PLEASE NOTE:** Self-reporting your scores on the Common Application **does not** replace this step!

Financial Aid

- **Free Application for Federal Student Aid (FAFSA)**
 - If you're a senior who is planning to attend college (2 or 4 year) and need help paying for the bill (as most students do!) then you need to fill out the FAFSA. The FAFSA allows you to be eligible to receive federal student aid (grants and loans) from the government, state and/or college. The FAFSA opens on October 1st 2018, and the sooner you fill it out, the better.
 - We recommend filling out the FAFSA online: <https://fafsa.gov>, but you can download a paper copy at <https://fafsa.ed.gov/options.htm> or pick one up from Ms. Erikson in the CACC (A106).
 - **Need help?** Attend our MEFA and FAFSA events! MEFA Financial Aid Night will take place in the high school Auditorium in English and the Library Open Classroom in Spanish on **October 4th 2018** from 6:00-8:00pm. FAFSA Day at FHS on **Sunday, November 4th 2018**. FAFSA Day includes an informational presentation, as well as FREE, one-on-one assistance to Grade 12 students and their families with filling out the necessary financial aid forms. For more information and to register: <https://www.masfaa.org/fafsa/fafsa-day-register>
- **The College Scholarship Service (CSS) Profile**
 - Some (not all) colleges require the CSS Profile, in addition to the FAFSA. The application can be found online at <http://cssprofile.collegeboard.org/>
- **Scholarships**
 - Finding scholarships in Naviance: Whenever FHS hears about a scholarship opportunity for seniors, we make it available for our students via Naviance. For step- by-step instructions on how to access scholarships through Naviance, please visit Ms. Erikson in the CACC (A106).
 - Additional places to find scholarships:
 - www.fastweb.com
 - www.unigo.com
 - www.scholarships.com
 - <https://bigfuture.collegeboard.org/scholarship-search>
 - <https://www.collegecovered.com>
 - www.collegegreenlight.org

