

COLLEGE APPLICATION INFORMATION

DEADLINES	<ul style="list-style-type: none">It is the STUDENT’s responsibility to keep up with deadlines for all of their college applications, scholarships, auditions, interviews, and athletic recruitment. Allow the college office at least three weeks in advance of the application and scholarship deadlines to process your records. College office deadlines for processing applications are listed on the yellow <i>College Office Calendar</i>, on Naviance and on the college office web page.
APPLICATIONS	<ul style="list-style-type: none">Most college applications are now electronic. Check each college’s application requirements carefully for supplements, deadlines and specific recommendation requests as they vary considerably.Applications for UCAS (UK Universities and Colleges Admissions Service) must be completed at www.ucas.ac.uk. You must register at their website through UNIS and provide the UNIS buzz word (unisinternational15). Note that the buzz word is case sensitive. Canadian universities, such as McGill and the universities in Ontario, have their own electronic applications. Although many SUNY colleges accept the Common Application, many public universities (including CUNY) also have their own electronic application.The Common Application, accepted by over 500 colleges, is available online at www.commonapp.org. Naviance is connected to the Common Application and on Naviance you are able to see the colleges that accept this universal application. Under the tab colleges I’m applying to, you should complete the Common App Account Matching in Naviance by waiving your rights on the Common App FERPA Waiver. You can work on your application starting August 1, 2014 and save the changes made. However, do not submit your application until your counselor has reviewed it because once you press “send” you cannot make changes to the application and this version will be sent to every college to which you apply that uses the Common Application. The Common Application on your Naviance site indicates when you submitted your application, whether you paid the application fee, if you submitted a specific supplement for a college, and if the college has downloaded the application. Do not print out the recommendation forms for teachers and counselors, or the midyear report forms, as we create our own electronic packet.Allow sufficient time for preparation of your application. Careless mistakes on your application can significantly detract from your chances of being admitted.
APPLICATION PROCESSING FEE	<ul style="list-style-type: none">The college office will process eight sets of records at no charge. The fee for each additional set of records for US is \$25.00. You will be billed for the additional records sent after April 1st.You may not apply to more than 12 colleges in the U.S.
LOGGING SLIPS	<ul style="list-style-type: none">A logging slip is completed for each college to which you are applying. This is a paper form for the college office that is filed after you have already submitted your application. This informs us that you have applied to the college and lets us know the information that is to be included in the school report – teachers’ recommendations and supplementary information such as outside references. Each logging slip requires a parent’s signature before it is submitted to the college office.There is a separate yellow logging slip for scholarship applications.
THE PARENTS’ PAGE	<ul style="list-style-type: none">Your parent or guardian must fill out and sign this form that gives UNIS permission to send your official school records. Some families already filled this out in Tut 3.
PERSONAL HISTORY FORM	<ul style="list-style-type: none">This form provides us with important background information about you and provides your college counselor with specific details that are included in your letter of recommendation. This form has been uploaded onto Naviance. Transcript processing requests (logging forms) will not be accepted for processing if this form is not turned in.
TEACHERS’ LETTERS OF RECOMMENDATION	<ul style="list-style-type: none">Teachers’ letters of recommendation are also sent electronically to colleges through Naviance. It is your responsibility to ask teachers for recommendations and inform them of deadlines. Gently reminding them from time to time helps! After your teacher has agreed to write a recommendation, enter the teacher’s name on Naviance under the <i>Colleges I’m Applying to</i> tab. This will enable your teacher(s) to upload their recommendation directly onto Naviance.You should ask two teachers from academic courses (<i>Languages, Math, English, Science and Humanities</i>) who have taught you in either T3 or T4 for references.
SENDING SAT/ACT AND SUBJECT TEST SCORES	<ul style="list-style-type: none">It is your responsibility to arrange for official results of your scores to be sent to the colleges directly from the College Board or ACT sites. Remember not to send scores to Score Optional Colleges!You may indicate the colleges where you want your scores sent on the SAT or ACT registration form or on a form at the test center on the day of the test. You are entitled to have your scores sent to four colleges at no additional cost. Students receive their scores online free of charge but there is a fee for sending scores to colleges and universities from College Board.Guidelines regarding ACT scores are similar to the information about SAT scores. Students should register online at www.actstudent.org by setting up an account and selecting a preferred testing center.Review the section about the <i>score choice option</i> in the packet on <i>Testing for Admission</i>.UNIS also receives copies of your scores, but these are not considered official scores. It is essential that you fill in the UNIS CEEB code number on registration forms to ensure that we receive your ACT or SAT scores.CEEb CODE:333423 TOEFL CODE:8023