

CLASS OF 2025 COLLEGE APPLICATION PROCESS

Deadline dates for submitting college applications to the Counseling Center (you must allow **three weeks (15 school days)** processing time to the Counseling Center before your **FIRST** college application deadline.

| Type of Application | Early Decision, Early Action, Priority & Rolling Admissions | Early Decision, Early Action, Priority & Rolling Admissions | Regular and Rolling Admissions |
|--|---|---|-----------------------------------|
| College Application Deadline | October 15 th | November 1 st November 15 th | January 1 st |
| Counseling Center Deadline for your FIRST Application | Tuesday, September 24th | Wed. October 9th Tues. October 22nd | Tuesday November 26 th |

Steps to be followed in Common App and Naviance

- Go to www.commonapp.org. If you do not have a Common App account, click on **Create an Account** or **Apply Now**. If you have an existing Common App account, click Log In.
 - Click on the **Common App Tab**
 - Complete the required fields in the **Profile** section and enter “Roslyn High School” in the Education section at a minimum.
 - Click on the **My Colleges** tab.
 - You must have at least one college on your My Colleges list. Go to "College Search" to add one if needed. Select one of the colleges from the My Colleges list. Select "Recommenders and FERPA" and click "Complete Release Authorization".
 - A pop up with instructions will appear. Check the box next to “I have read and understood the FERPA Release Authorization explanation above” and click on Continue.
 - On the following screen, check the box next to "I acknowledge that every school I have attended may release all requested records...". Select one of the options listed, check the box next to "I understand..." and enter your name and date. Click Save and Close to complete the process.
- Sign into Naviance (student account only) and click on “Colleges”.
- Click on “**Colleges I am applying to**”.
 - Click “**Match Accounts**”
 - A new tab will open to log into your common application account
 - Log into your common application account
 - Check the “I agree” box and click “Connect”
- **ENTER YOUR NON-COMMON APPLICATION colleges into Naviance.**
- Click on “Colleges I am applying to”
 - Click on the “+” sign to add colleges NOT on the common application;
 - Indicate how you are applying (ex.

- **Personally** ask a teacher you have a rapport with to write a letter of recommendation for you.
- Return to the “Colleges” tab to add Teacher Recommendation Requests
 - Click on “letters of recommendation”
 - Click on “add request”
 - “Select a teacher” **Note: First teacher should be the one that you want to write the recommendation that will go to all of your schools. Some colleges only allow one.**
 - Click on “all current and future colleges I add to *my colleges I am applying to* list”
 - Include a personal note highlighting any important aspects of your application (such as first choice schools, early decision application) that you want the teacher to take into consideration when writing your letter.
 - Click on “submit request”
 - **Second Teacher:**
 - Click on “add request”
 - Click on “choose specific colleges from your *Colleges I’m Applying To* list”
 - **Only select colleges that accept more than one recommendation.**
 - Include a personal note highlighting any important aspects of your application (such as first choice schools, early decision application) that you want the teacher to take into consideration when writing your letter.
 - Click on “submit request”
 - To check the status of a recommendation return to “Letters of Recommendation” on the “Colleges” tab.
- Anecdotal: Students can ask between three to five professionals for anecdotal (i.e. teachers, coaches, club advisors) which will be returned directly to the counseling center.
- College processing forms are available in the Counseling Center and on our website.
- What your counselor needs to process your application materials (all forms must be submitted at the same time):
 - **Yellow** College Application Submission Form (**make sure all schools are entered into Naviance before handing in this form**).
 - **Blue** Transcript Release Form.
 - **Gold** RHS Early Decision Agreement Form, **if you are applying Early Decision**.
 - A copy of your essay and activity resume to be reviewed by your counselor.
- Procedure for attending college visits:
 - Click on the “Colleges Tab.
 - Click on “View all upcoming college visits”
 - Click on “sign up”
 - Click on the “sign me up button”
 - Pick up a pink **“College Visit Pass/Approval Form”** located in the Counseling Center which must be signed by your teacher BEFORE the visit. Bring the pass to the meeting so your attendance can be verified.

Please Note: Roslyn High School does not report official test scores. You are responsible for sending SAT, ACT and AP scores to your colleges.