

SENIOR YEAR COLLEGE APPLICATIONS: HOW TO APPLY

1. Turn in **Activity form and Recommendations form** to your counselor. Include all School/community information, grades 9-12. Don't sell yourself short! This form is available in Guidance or on our website: www.whs.mtplcsd.org.
2. **Ask 2 academic teachers for letters of recommendation.** You must login to your Naviance account and electronically request your teachers to write letters of recommendation for you. Be advised, a teacher has the right to decline this request. It is also advised that you include a note in your Naviance electronic request. A request without a note is impersonal and considered poor etiquette. Keep in mind teachers are inundated with requests so it is important to request letters as soon as possible, once the senior year begins. If you have application deadlines, it is important for teachers to know this. Lastly, counselors are not permitted to show you a teacher's letter of recommendation.
3. Make sure your **Naviance and Common application profiles are up to date.** No applications can be processed unless this step is complete. **The only way to have your high school information sent to colleges is by using Naviance.**
4. Apply to your schools of choice using the school's paper or online application or the common application paper version or online version. For all paper applications, you must hand them to your counselor with an addressed envelope, stamps (not affixed) and any other important materials (i.e. essays, resumes and payment). For all online applications, you can choose to review the applications with your counselor in Guidance. Be sure to make an appointment for this service during your study hall and/or lunch. Online applications can also easily be completed at home via your home computer. If you choose this route, please be sure to carefully fill everything out. Once you have applied online you must complete the necessary steps on your Naviance account. Without doing this, colleges will not receive anything from Westlake.
5. **FORWARD TEST SCORES TO ALL COLLEGES.** Each student is responsible for sending SAT and/or ACT scores to the colleges to which they apply. Westlake High School is not permitted to send scores or report scores on your transcript. Sending scores is easy and only takes a few moments. There is a fee associated with this. Every college-bound student in every school is required to do this. N.B. College Board (SAT) and ACT Corp both have Score Choice Option. You can choose to hide scores you do not wish to send. Please see the Score Choice Policy at www.whs.mtplcsd.org.
6. If your school requires a **CSS profile** (most private schools do) you must fill this out as close to October 1st as possible. See your counselor for details.
7. **FAFSA – Free Application for Federal Student Aid.** This is a completed but necessary process to obtain financial aid and/or student loans. This must be filled out as close to January 1st as possible. There is a very, very helpful Financial Aid workshop in November for your parents to attend. Please see the Guidance Services Calendar at www.whs.mtplcsd.org for specific date/time/place. Also visit www.fafsa.ed.gov for more information on FAFSA.
8. All applications, regardless of deadlines must be submitted to Guidance **before December 1st**. Each application can take up to 3 weeks to process, so submit your materials early and often. Pay attention to Early Decision and Early Action deadlines. **This is your responsibility!** SUNY Applications should be submitted by October 15th. This significantly helps your chances of being admitted.

Important Follow-up Information...

- It is good to call the admissions office to each school you apply to, to ensure they received all necessary materials.
- Mid-year and Final transcripts will automatically be sent to the schools you apply to (Midyear) and the school which you attend (final).
- Inform your counselor every time a college admits, waitlists or denies you.

When in doubt, ask your counselor!