

College Application Processing Handbook

Academy of American Studies



W. Bassell, Principal
M. Solkoff, Assistant Principal
N. Cohen, Assistant Principal
J. Black, Assistant Principal
J. Vanderwalker, Assistant Principal
B. Mayer, Assistant Principal
K. Ojeda, Assistant Principal

J. Canela, College Advisor

College Planning Checklist

- 1) Review your transcript with your guidance counselor for accuracy. A copy of your transcript will be sent with your college application.
- 2) Apply Online. Common Application: www.commonapp.org, SUNY Application: www.suny.edu, CUNY Application: www.cuny.edu/apply
- 3) Ask at least two teachers/advisors to write your letters of recommendation. It is best to choose teachers who know you well, both academically and personally. Give them information they may need to assist with this task. For example, the date that your first application will be sent out. Be gracious- it is a lot of work! (Don't wait until the last minute. Remember many students are requesting recommendations. Be sure to write your teacher a thank you note for taking the time to write you a recommendation letter.)
- 4) Complete the PERSONAL PROFILE and return it to Ms. Skeoch (101 South) by October 26th. (**This form is to ONLY be filled out if a recommendation letter from a guidance counselor is required.**)
- 5) Check all application deadlines.
- 6) Make an appointment to meet with Mr. Canela if you are applying Early Decision or Early Action with a deadline before November 15th.
- 7) Register and take the SAT/ACT and SATII Subject Tests as needed.
- 8) Begin drafting a resume and personal statement that may be needed to supplement your application and possible scholarships.
- 9) Make appointment with your College Team Representative to process and mail out all of your regular admissions applications (October 15th – December 15th)
- 10) REMINDER: All applications completed online must have an official transcript and recommendation letters sent online or mailed from the Academy of American Studies (see application procedure on following pages to guide you). You will mail these out with your College Team Representative.
- 11) A 9 X 12 MANILA ENVELOPE IS REQUIRED FOR EACH APPLICATION THAT REQUIRES MAILING – DON'T FORGET STAMPS!!

Your Name
Street Address
City, NY Zip Code

3 STAMPS

Office of Undergraduate Admissions
Name of College/ University
Address
City, State, Zip Code

APPLYING TO CITY UNIVERSITY OF NEW YORK

- CUNY APPLICATIONS ARE ONLY AVAILABLE ONLINE www.cuny.edu/apply
- APPLY AS SOON AS POSSIBLE
- BE SURE TO INCLUDE YOUR 9 DIGIT STUDENT (OSIS) NUMBER WHICH WILL GIVE CUNY ACCESS TO YOUR TRANSCRIPT
- APPLY TO SIX CAMPUSES (INCLUDING ONE COMMUNITY COLLEGE)
- GENERAL FRESHMEN ADMISSION DEADLINE = FEBRUARY 1ST
- MACAULAY HONORS COLLEGE = DECEMBER 1ST
- FILL OUT APPLICATION ONLINE AND MAKE PAYMENT ONLINE (\$65)
- PRINT OUT APPLICATION (DOCUMENT RETURN RECEIPT MUST ACCOMPANY APPLICATION MATERIALS THAT MUST BE MAILED)
- SEND YOUR SCORES ELECTRONICALLY WITH COLLEGEBOARD.COM (**USE CUNY CODE 2950**)
- IF APPLYING THROUGH SEEK PROGRAM, MUST FILL OUT FINANCIAL INFORMATION
- MAKE AN APPOINTMENT WITH YOUR ADVISOR TO MAIL ESSAY/LETTER OF RECS

APPLYING TO STATE UNIVERSITY OF NEW YORK

- APPLY ONLINE- <http://www.suny.edu/attend/apply-to-suny/>
- NOTE: COMMON APPLICATION CAN BE USED TO APPLY TO SUNY SCHOOLS
- REMEMBER TO APPLY THROUGH THE EOP IF YOU FIT ELIGIBILITY
- IF YOU QUALIFY FOR A FEE WAIVER, SEVEN SCHOOLS WILL BE COVERED. SEE MR. CANELA FOR FEE WAIVER.
- MAKE PAYMENT ONLINE (\$50 PER SCHOOL)
- IF YOU APPLIED WITH THE SUNY APPLICATION (SUNY.EDU), ALL APPLICATION MATERIALS WILL BE SENT THROUGH **MR. CANELA** ELECTRONICALLY (with the exception of SAT scores)
- SEND SAT SCORES ELECTRONICALLY THROUGH COLLEGE BOARD
- TO APPLY FOR EARLY DECISION, YOUR APPLICATION MUST BE SUBMITTED BY NOVEMBER 1ST (NOVEMBER 15TH FOR GENESO & OSWEGO)
- SUNY EARLY ACTION APPLICATIONS DUE = NOVEMBER 15TH
- RECOMMENDED DEADLINE TO SUBMIT APPLICATION = DECEMBER 1ST

- TRANSCRIPT, LETTERS OF RECOMMENDATION AND SCHOOL COUNSELOR FORM WILL BE UPLOADED ELECTRONICALLY.
- YOU WILL BE ASKED TO COMPLETE SUPPLEMENTS FOR MOST SCHOOL
- TO REACH THE SUNY PROCESSING CENTER CALL 1800- 342-3811

IF APPLYING WITH THE COMMON APPLICATION

- AVAILABLE ONLINE www.commonapp.org
- MAY APPLY TO MULTIPLE SCHOOLS (ABOUT 600 SCHOOLS ACCEPT – CHECK COMMONAPP.ORG FOR A LIST OF THOSE SCHOOLS)
- MUST PROVIDE EMAIL ADDRESSES OF RECOMMENDERS AND GUIDANCE COUNSELOR - APPLICATION MATERIALS WILL THEN BE UPLOADED ELECTRONICALLY
- MUST COMPLETE SUPPLEMENTAL APPLICATIONS
- YOUR GUIDANCE COUNSELOR OR MR. CANELA WILL SUBMIT THE SECONDARY SCHOOL REPORT (WHICH INCLUDES YOUR TRANSCRIPT) ELECTRONICALLY.
- YOU MUST SEND SAT/ACT SCORES THROUGH THE TESTING CENTER

SCHOLARSHIP INFORMATION ONLINE VIA PUPILPATH

Are you signed up and do you check your Pupilpath email?

PERSONAL PROFILE

*** If you need a letter written by a guidance counselor, this form must be on file in the College Office by October 26th.**

*** Counselor Recommendation Letter will ONLY be completed if it is required by a school. You must provide documentation of this requirement.**

Name: _____ Email Address: _____
Off. Cl. _____

Tell me anything about your family life that would help me know you better, i.e., parents, brothers/sisters, other family background, extraordinary circumstances, life events, or responsibilities.

List any extra-curricular activities (in school and outside of school).

List colleges to which you plan to apply (if known at this time).

Awards and Honors:

Clubs:

On the separate sheet, please type a paragraph or two about yourself including a description of important events in your life (both positive and negative) and their impact on you.

I hereby grant permission to utilize any information written above.

Parent Signature _____

* Please return to your Guidance Counselor or Ms. Skeoch in Room 101 South.

2018-2019 College Application Processing/Advisement Schedule
APPOINTMENT REQUEST

I. Early Admissions (Early Action or Early Decision)→ September and October 2018

Contact Person- Mr. Canela, College Advisor

Students who wish to apply Early Admission (Action or Decision) must make an appointment to See Mr. Canela for advisement and processing of application material.

II. Regular Admission Peak Period → October 15th – December 15th

Contact Person for College Counseling and Advisement- Mr. Canela, College Advisor

Contact Person for filing Applications- College Team Representative Assigned per student

Mr. Canela	Guidance Counselor/ College Advisor	357 North (2 nd Floor Gym Balcony)	jcanela2@schools.nyc.gov
Ms. Antoine	Guidance Counselor	357 North (2 nd Floor Gym Balcony)	mantoine@schools.nyc.gov
Mr. Randle	Coordinator of Student Affairs	12 South	jrandle@schools.nyc.gov
Ms. Wilson	Guidance Counselor	11B South	rwilson13@schools.nyc.gov
Ms. Colon	Guidance Counselor	11A South	nbanyoncolon@schools.nyc.gov
Mr. Solkoff	Assistant Principal	451 North	msolkoff@schools.nyc.gov
Mr. Vanderwalker	Assistant Principal	12 South	jvanderwalker@schools.nyc.gov
Ms. Black	Assistant Principal	321 North	Jblack3@schools.nyc.gov
Mr. Bassell	Principal	101 South	wbassel@schools.nyc.gov
Ms. Dudley	College Team Member	401 North	edudley@schools.nyc.gov
Ms. Plessa	College Team Member	101 South	fplessa@schools.nyc.gov
Mr. Gil	College Team Member	105 North	Dgil2@schools.nyc.gov
Mr. Loesch	College Team Member	21 South	bloesch@schools.nyc.gov
Ms. Meltz	College Team Member	404 North	rmeltz@schools.nyc.gov
Ms. Tsatsakos	College Team Member	24 South	ftsatsakos@schools.nyc.gov

1. Student must schedule an appointment with College Team Representative
2. Student is to bring all applications completed to their Representative who will process/review application at that point with student.
3. Student who misses an appointment will be rescheduled after January 1st 2018 with College Office personnel

CHECK IN WITH YOUR COLLEGE CONTACT PERSON

1- By Early November

2- By End of December

III. Late Applications → December 15th – June

Contact Person for College Counseling and Advisement- Mr. Canela, College Advisor

Contact Person for filing Applications- Mr. Canela or Ms. Skeoch (College Advisor and College Office personnel)

If documentation is being mailed (for example: transcripts, essays, letters) - **ONLY IF IT CAN BE UPLOADED**

- 1) Envelope with 3 50 cent (Forever) stamps
- 2) All application documents must be printed and filled out
- 3) Teacher Recommendations, SAT Scores, Transcripts will be on file in the College Office

Step 1- Review all application due dates

Step 2- Make an appointment with your College Team Representative

Step 3- Prepare all documents for uploading/mailing (if necessary)

Step 4- Meet with your College Team Representative to process and track your applications

2018-2019 College Application Processing/Advisement
APPOINTMENT REQUEST

This appointment is to process completed applications for mailing.

Student Name : _____

Official Class : _____

College Team Representative : _____

YOU MUST SEE YOUR COLLEGE TEAM REP. TO MAKE AN APPOINTMENT

Appointment Date : _____

Appointment Time : _____

Approximate number of applications to be mailed out : _____

College Team Representative Signature: _____

RETURN FORM TO MS. SKEOCH (Room 101 South)
NO LATER THAN 5 DAYS PRIOR TO APPOINTMENT