## **Student Responsibilities in the College Application Process**

## Documents students are responsible for sending to colleges:

- 1. College applications and application fees (Common App and college specific online apps)
- 2. Application supplements required by colleges
- 3. SAT and/or ACT scores (AP scores are optional; you can self-report them)
- 4. Financial Aid forms
- 5. NCAA Eligibility Center registration and fee, transcript, SAT/ACT scores, amateurism confirmation

## "Forms" students complete

- 1. Transcript Release Authorization with all signatures
- 2. Requests for counselor and teacher recommendations to be sent (Naviance)
- 3. Common App or specific college Early Decision agreements
- 4. Arts or Athletic Common App supplements

## Final note – Students

- 1. Maintain complete responsibility for the college application process
- 2. Check the Naviance account to determine that counselor and teacher documents have been downloaded by colleges
- 3. Acknowledge teachers who have written letters on your behalf (written on nice stationery)
- 4. Must withdraw all other applications filed if accepted under Early Decision
- 5. Must maintain your grades
- 6. Send your first quarter grades to colleges that want them (or send them if you believe doing so will enhance your application, especially if you are working with a particular admissions counselor). A fax with a brief cover sheet or a scan accompanied by an email will suffice.
- 7. Notify your counselor of the outcomes of each application (accept, waitlist, deferral, deny). Let your counselor know, too, if you have withdrawn any applications.