

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 Clearinghouse 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, wait list, deferral, deny). Let your counselor know, too, if you have withdrawn any applications.