

# WESTBOROUGH HIGH SCHOOL

## 2018 – 2019 COLLEGE APPLICATION PROCEDURES

### 1. Complete the Counselor/Teacher Recommendation Request Form

Submit [this form](#) along with the following supplemental materials:

Notes

1. A draft of your college essay
2. A copy of your most up-to-date activity resume
3. Junior Questionnaire (Completed in Naviance)

**These items are only used by your counselor.  
We do NOT send them to any colleges.**

Submit materials to **Mrs. Kenefick** if your counselor is: **Mrs. Caira, Ms. Lengauer or Ms. Sylvestre.**

Submit materials to **Mrs. Morse** if your counselor is: **Mrs. Goodliffe, Ms. Vavruska or Mr. Wolfson.**

You **MUST** get a signature on the Counselor/Teacher Recommendation Form from **each teacher** who is writing your recommendation prior to submitting it to the School Counseling Office. Even if they agreed in junior year to write a letter for you, make sure you see them in person again in senior year. You are responsible for giving your teachers adequate lead time to write your recommendation and for following up with them. Most teachers will send recommendations electronically, while some prefer to mail their recommendations. Either method is fine.

**Please add your earliest deadline college to Naviance** prior to submitting this form (see step 2). Add other colleges to Naviance any time before officially requesting transcripts (see step 3).

Application Deadline	Submit Counselor/Teacher Recommendation Request Form by
October 15	As early as possible, but no later than September 21 (extended deadline)
November 1	September 28
November 15	October 15
December 1	November 1
January 1	November 20
January 15	December 14
February 1	January 4
Any Other Deadline Not Listed	At least four school weeks before the deadline

## 2. Add Colleges to Your “Colleges I’m Applying To” List in Naviance

- Log in to Naviance at [student.naviance.com/westborough](http://student.naviance.com/westborough) and click “Colleges I’m Applying to” on the left of the homescreen.
- Click the circle with the plus-sign to add a college.
- Enter:
  - a. the name of the college
  - b. the application type (Early Action, Regular Decision, etc.)
  - c. how you will submit your application
- If you can’t select the college, it means it’s already in your application list.
- You can also add colleges to your application list directly from your “Colleges I’m Thinking About” list.

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### **PLEASE READ CAREFULLY**

#### **Important Information on Answering How You’ll Submit Your Application (item c. above)**

When answering this question in Naviance for colleges that **ONLY** accept the Common Application, you will only be able to select “Via Common App.” For colleges that **DO NOT** accept the Common Application at all, you will only be able to select “Direct to Institution.”

If you are applying to a school that accepts BOTH the Common Application as well as an alternate application, such as the Coalition Application or a college-specific application, you will see three answer choices for this question:

- Via Common App
- Direct to Institution
- I’m not sure yet

In this case, if you are applying to a school using anything other than the Common Application, you must select “Direct to Institution.” **Failure to do this will cause your transcript submission to be delayed and potentially never get to the college.** This is due to the way Naviance processes transcript submissions. If your choice of application changes, you can manually change your answer in Naviance by clicking the “edit” link in your application list. If you do make a change like this, please let your counselor and assigned secretary know immediately.

### 3. Officially Request Transcripts for Individual Colleges

- Visit [bit.ly/whstrf19](http://bit.ly/whstrf19) to request transcripts.
- Transcripts must be requested at least **TWO WEEKS** (10 school days) before the application deadline to ensure timely processing.
- You are strongly encouraged to add requests for multiple schools at once.
- You will receive an email confirmation of your transcript requests after they are submitted.
- Make sure your colleges are added to your application list in Naviance before requesting transcripts, and that all information including application type and how you will submit it match your transcript request.

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### 4. Match your Common Application & Naviance Accounts

- Log in to Naviance and click on “Colleges I’m Applying To.”
- Click “Match Accounts” in the pink box, then provide the email address you use to log into the Common Application and your date of birth at the bottom of the next screen.
- In order to complete this step, you need to have already:
  - a. Created a Common App account
  - b. Added at least one college to your Common App account
  - c. Added WHS as your “Current School” in the Common App Education section
  - d. Signed the Common App FERPA Waiver and Authorization. Watch this video tutorial on completing the FERPA waiver:  
[www.youtube.com/watch?v=axEZApfQxGc](http://www.youtube.com/watch?v=axEZApfQxGc)

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### 5. **Send Standardized Test Scores to Colleges (SAT/ACT/TOEFL/Subject Tests)**

Students must send their own official test scores directly to colleges. **Counselors do not send these test scores to colleges.** Request your official scores directly from the testing companies. Be mindful of deadlines. Scores may take a few weeks to reach the colleges.

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## 6. Provide Teachers with Envelopes for Recommendations (if necessary)

**If specific schools require letters to be mailed, or your teacher(s) do NOT use Naviance,** you must provide them with a stamped and addressed envelope for each school, with Westborough High School as the return address (see diagram below).

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It is the **STUDENT'S** responsibility to know if a college requires documents to be mailed.

Colleges appear in Naviance with the following indicators:	
	Common App College - <b><u>Recommendations are electronically submitted</u></b> via Naviance through the Common Application.
	Non-Common App College - <b><u>Recommendations are electronically submitted</u></b> via Naviance directly to the institution.
	Common App College that accepts other applications, but the student has not answered in Naviance how they will submit their application - <b><u>Recommendations are electronically submitted</u></b> via Naviance through the Common Application by default.
	Common App College but student is submitting using a different application - <b><u>Recommendations are electronically submitted</u></b> via Naviance directly to the institution.
	Common App College but student is submitting using a different application - <b><u>Recommendations must be mailed.</u></b>
	Non-Common App College that does not accept recommendations electronically at all - <b><u>Recommendations must be mailed.</u></b>

<p>Westborough High School            90 W. Main St.            Westborough, MA 01581</p>	<div style="border: 1px solid black; width: 80px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">             Forever Stamp           </div>
<p>Name of College            Office of Undergraduate Admissions <i>(or otherwise indicated by the college)</i>            Street Address or P.O. Box            City, State, Zip Code</p>	

**You never need to provide the Counseling Department with an envelope, even if you need to give envelopes to your teachers. We will prepare envelopes to be mailed with your transcript and counselor recommendation.**