WESTBOROUGH HIGH SCHOOL
2021 – 2022 COLLEGE APPLICATION PROCEDURES

1. <u>Complete the Counselor/Teacher Recommendation Request Form</u>

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

- A draft of your college essay
- A copy of your most up-to-date activity resume (can be copied from Common App)
- Junior Questionnaire (Completed in Naviance)

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

When completing the Counselor/Teacher Recommendation Request Form, you will indicate if you choose to send the **Optional Spring 2020 High Pass (HP) Report** with your counselor letter of recommendation. This report will list each course name in which you earned an HP in Q4 of Remote Learning during the spring of 2020. If you choose to send this report, it will be sent to ALL colleges where your recommendation is sent. If you change your mind about this answer after completing the Recommendation Request Form, contact your counselor and Mrs. Kenefick immediately.

You **MUST CONFIRM AHEAD OF TIME** with **each teacher** who is writing your recommendation prior to submitting the Counselor/Teacher Recommendation Request Form. Even if they agreed in junior year to write a letter for you, make sure you confirm directly with them again in senior year. You are responsible for giving your teachers adequate lead time to write your recommendation and for following up with them.

Application Deadline	Submit Counselor/Teacher Recommendation Request Form by
October 15	September 17
November 1	October 4
November 15	October 18
December 1	November 3
January 1	November 24
January 15	December 17
Any Other Deadline Not Listed	At least four school weeks before the deadline

*Counselors and teachers do not work during school vacations.

2. Make Sure Colleges are Added Accurately in Your "Colleges I'm Applying To" List in Naviance

There are two ways that colleges can be added to your Naviance List:

- **Adding automatically from your Common Application Account**
    a. Match your Common Application and Naviance Accounts (see Step 3 below).
    b. Add additional schools in Common App
        i. Schools will then be automatically added to your "Colleges I'm Applying to" list in Naviance as a REGULAR DECISION school.
        ii. Changes you make in Common App for Early Action/Decision, Priority Application, etc. do NOT automatically change in your Naviance list.
    c. Log in to [Naviance](#) and navigate to your "Colleges I'm Applying to" list.
    d. Update your application type and deadline dates as necessary for schools that were imported automatically from Common App.
    e. Be aware that schools you remove from your Common App account are NOT automatically removed from your Naviance account. Please contact your counselor if you are no longer applying to a college but cannot remove it from your NAVIANCE list.

- **Adding manually in Naviance (Required for NON-Common App Schools)**
    a. Log in to [Naviance](#) and navigate to your "Colleges I'm Applying to" list.
    b. Click the circle with the plus-sign to add a college. (If you can't select the college, it means it's already in your application list.)
        i. You can also add colleges to your application list directly from your "Colleges I'm Thinking About" list.
    c. Enter:
        i. the name of the college
        ii. the application type (Early Action, Regular Decision, etc.)
        iii. how you will submit your application

PLEASE READ CAREFULLY

Important Information on Answering How You'll Submit Your Application (item c.iii. 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 Mrs. Kenefick know immediately.

3. Officially Request Transcripts for Individual Colleges

- Complete online the [Class of 2022 Transcript Request Form](#) for each college you are applying to
  a. You are strongly encouraged to add requests for multiple schools at once. You may add up to 12 schools when completing this form.
  b. Be sure to answer accurately if you are applying using the Common Application or not.
- Transcripts must be requested at least **TWO WEEKS** (10 school days) before the application deadline to ensure timely processing.
- 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 in Naviance matches your transcript request.

4. Match your Common Application & Naviance Accounts

In order to complete this step, you need to have already:
- Created a Common App account
- Added at least one college to your Common App account
- Added WHS as your "Current School" in the Common App Education section
- Signed the Common App FERPA Waiver and Authorization.

Then:

- Log in to Naviance and click on "Colleges I'm Applying To."
- Click "Match Accounts" in the pink box
- Provide your Common Application email address and password when prompted and click "Sign In"
- Check "I agree" and click "Connect"
  a. You will then automatically be redirected back to Naviance and your accounts will be matched.

5. Send Standardized Test Scores to Colleges (SAT/ACT/TOEFL)

Students must send their own official test scores directly to colleges (if required or you choose to send scores). **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.

Some colleges may accept "self-reported" test scores during the application process (official scores would be required upon enrollment).

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

If specific schools require letters to be mailed, you must provide them with a stamped and addressed envelope for each school, with Westborough High School as the return address (see diagram below). It is the **STUDENT'S** responsibility to know if a college requires documents to be mailed.

	Colleges that require documents to be mailed will appear in Naviance with the following indicators:
	Common App College but the student is submitting using a different application - **Recommendations must be mailed.**
	Non-Common App College that does not accept recommendations electronically at all - **Recommendations must be mailed.**

You never need to provide the Counseling Department with an envelope. We will prepare envelopes to be mailed with your transcript and counselor recommendation.