

# College Application Reference Sheet

## California State University (CSU)

### **Application filing period: 10/01-11/30**

Your application period is 10/1-11/30 and you do **NOT** need any letters of recommendation or a personal statement/essay. You must take the ACT or SAT to apply.

1. Log on to [www2.calstate.edu/apply](http://www2.calstate.edu/apply)
2. Using your transcript, enter courses/grades onto the online application (**10-11 GPA; do not enter D's or F's-only repeated grades**). Your GPA will be automatically calculated for you in the "A-G Match" section on the CSU Application. Do not send transcript UNLESS requested.
3. Official ACT plus Writing or SAT scores must be sent. Log on to [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org) for directions. **ACT & SAT:** If you list a CSU campus as an ACT or SAT score recipient, your scores will automatically be sent to all campuses to which you applied.
4. Enter your college selections in Naviance/Family Connection under the "college applying to" area.

## University of California (UC)

### **Application filing period: 8/01- 11/30. Submissions begin 11/01!**

Your application period is the month of November, and you do **NOT** need any letters of recommendation. You **DO** need a personal statement – "insight questions." You must take the ACT plus Writing or SAT to apply.

1. Log on to [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions).
2. Using your transcript, enter courses/grades onto the online application (**10th-11th GPA only & DO report ALL grades**). Do not send transcript UNLESS requested.
3. After composing your UC "four insight questions" in a Word document, copy and paste it into your online application.
4. **ACT & SAT:** Official test scores MUST be sent. Submit official score report(s) to one UC campus, all campuses you apply to will receive it. Log on to [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org) for directions. Check each campus for SAT Subject Test recommendations and submit scores if applicable.
5. Enter your college selections in Naviance/Family Connection.

## Common Application Schools

### **Application filing period: Varies - filing period begins 8/01 and deadlines can be "rolling" into the spring, except "Early Action" & "Early Decision" applications.**

Your application period VARIES GREATLY, so pay attention to deadlines. You **DO** need letters of recommendation, so a senior brag packet must be completed through Naviance. You must take the ACT plus Writing or SAT, and in some cases, SAT Subject Tests may be required. **You can use the NEW App for the Common Application starting now! There is also a new Google link added to this application to upload portfolios or projects you may want to share with your colleges.**

1. Log on to [www.commonapp.org](http://www.commonapp.org).
2. Select your college(s) and follow instructions EXACTLY. **Your GPA is ALL grades (revised only for repeated courses), 9<sup>th</sup>-12<sup>th</sup>.**
3. **FERPA:** Before you complete your application through [commonapp.org](http://commonapp.org), "match" your Common App to Naviance. Click on the "Education" tab to add TPHS info – click save; part 2 is click on the "College" tab & select FERPA/Recommender. This important step allows TPHS to electronically send letters of recommendation and school documents to your Common Application ☺ **Naviance FERPA:** located in the "applying to" section – enter your Common App email address to "match" your application to Naviance.
4. **Letters of Rec:** Complete the Senior Brag Packet through Naviance, and once finished, request letters of recommendation from your teachers and counselor (**remember to ask in person first**) followed by making it official in Naviance. **Naviance:** select the "letters of recommendation" link located under the "college" or "applying to" tab. Your teachers and counselor will submit their letters of recommendation online through Naviance. You do not need to provide envelopes or stamps. Transcripts will be attached to the counselor letter of rec packet through Naviance – no need to request a preliminary transcript.
5. Return to [commonapp.org](http://commonapp.org) and submit your application online.
- 6\* **If you are applying to additional schools AFTER your first submission, you must email your teachers and counselor to send additional supporting documents to your revised/updated college list. We are not alerted about these changes.**
7. Official ACT plus Writing and SAT scores must be sent. Log on to [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org) for directions. Check each school for SAT Subject Test requirements and submit scores if applicable.
8. **Mid-Year Reports:** After semester grades are posted in early February, your Mid-Year Reports are sent to the school when you request them from your counselor. Remember, Mid-Year Reports may be required by Private, Out-Of-State schools, and sometimes CSU schools.

## All Other Colleges and Universities (Out-of-State, Non Common Application Colleges, etc.)

### **Deadline: Varies**

Your application period VARIES GREATLY, so pay attention to deadlines. You MIGHT need letters of recommendation, so your senior brag packet would need to be completed through Naviance. Test requirements also vary by school.

1. Via Naviance, log onto the admission's website of the college(s) to which you intend to apply.
2. Requirements vary greatly from college to college. Make sure you follow instructions carefully.
3. List your schools in Naviance under the "Colleges" tab. Keep your list updated!