

APPLICATION PROCESS – FIVE STEPS TO SUCCESS

Step 1: Complete the Application

Send application with (if applicable):

- Essay(s)
- Supplements
- Application Fee
- Evidence of Special Talent (optional)

Step 2: Send Your Test Scores

Log into your College Board and/or ACT account and request your scores be sent to the colleges you are applying to. **The Counseling Center does not send your ACT or SAT test scores.**

Please note: It takes a few weeks for your scores to arrive at these colleges. DO NOT WAIT to do this. Be mindful of college deadlines.

Step 3: Transcript Requests

- All transcript requests must be made via SCOIR. (This includes transcripts that are to be sent to the NCAA.)
- By adding a college to the “Applying” column in SCOIR (by dragging and dropping the college or by typing the name of the school in the Applying column) will automatically request a transcript.
- Requests must be made at least 10 days prior to the college’s application deadline.
- Before transcripts can be sent, you must complete the FERPA RELEASE and the FERPA WAIVER in your SCOIR account. You must also complete the FERPA on your Common Application. Transcripts will not be sent until the FERPA is completed.
- Students applying for Early Decision must complete the ED Form in SCOIR. If you are applying ED, transcripts will not be sent until this form is completed.
- Counselor Recommendations will be sent with your transcript. (Be certain that you have submitted your Senior Autobiography and Brag Letter well before your first deadline.)

Step 4: Teacher Recommendations

- Confirm teachers who are writing for you.
- If a teacher is utilizing SCOIR to send your recommendation, place a ‘Request a Recommendation’ request through SCOIR to that teacher.
 - Click on the “My Colleges” tab on the top of your screen
 - Click on “Application Documents” (directly below “My Colleges”)
 - Click on “Request Recommendation”
 - Start typing your teacher’s name
 - NOTE: Check the box entitled “Requesting for a Specific College” if you DO NOT WANT this letter to go to every school you are applying to. (Some schools will only take one teacher’s LOR. If you have two teachers writing for you, and you don’t designate what letter is to go to what school, the first teacher to send their letter goes to all schools. The second letter will not.)
- If a teacher will be sending via USPS a paper copy of your recommendation, please provide them with a stamped addressed envelope to the Admissions Department of each school you are applying to in addition to one Common App Teacher Form.

Step 5:

Financial Aid (if applicable)

- Financial Aid Night at JJHS is Tuesday, December 5th @ 7PM via Zoom.
- Visit the following websites for information:
 - College Board's Financial Aid 101:
<https://bigfuture.collegeboard.org/pay-for-college/financial-aid>
 - For FAFSA profile forms: <https://studentaid.gov/h/apply-for-aid/fafsa>
 - For CSS profile forms: <http://student.collegeboard.org/css-financial-aid-profile>

**** If you have a college/university specific question, don't hesitate to call the Admissions Office.**