

College Application Checklist 2018-19

└ **Common Application** – Go to www.commonapp.org and complete the registration after clicking on “Create an Account.” Students will need to match their Naviance account with their Common App account. Make sure your email address and date of birth on your Common App Account match what you are putting in Naviance.

Use this link for directions to set up Common App Acct and Link to Naviance.

<http://www.screencast.com/t/gxEQkElyo1>

└ **Test scores** – Request directly from testing site to be sent to colleges

___ SAT www.sat.collegeboard.org/send-sat-scores

___ ACT www.actstudent.org

└ **Naviance “colleges” tab** – Log on to Naviance through the HMHS Counseling website

└ **“colleges I’m applying to”**

___ Follow directions to match your Naviance and Common App accounts as indicated above

___ Once matched, Common App schools will move to this list. Add non-Common App Schools

___ Letters of Recommendation--**MAKE SURE ALL DEADLINE DATES ARE CORRECT IN NAVIANCE—ESPECIALLY FOR EARLY ACTION AND EARLY DECISION** IMPORTANT TO BE ACCURATE WITH DEADLINES—RECOMMENDERS NEED TO KNOW THE DEADLINE THEY MUST MEET.

- Counselor – Submit “senior information sheet” and “resume” to assist counselor in providing a comprehensive letter
- Teacher – Ask in person, and in Naviance go to “colleges I’m applying to” > “Teacher Recommendations”

___ Common Application vs. College’s own forms (application, teacher forms, counselor form)

- Mail – Provide teachers with an addressed envelopes
- Electronic submission

___ Transcript Request

- Permission to Release Student Record (white card) – Submit completed card to counselor
- “colleges I’m applying to” in Naviance—request transcripts
- Transcript Request (pink card) – **Fill out and hand to your counselor in person two weeks before the college application deadline**

School Information for Common Application and Other Applications

Haddonfield Memorial High School, 401 Kings Highway East, Haddonfield, New Jersey 08033

Phone: (856) 429-2204 Fax: (856) 216-9759 (CEEB) School Code: 310470

Class Rank: None Class Size: _____ GPA: Weighted, 100-point scale

School Counselors (Please note that “School Counselor” is the official title of your counselor)

Mrs. Judith Dorfman

Phone: (856) 429-2204 ext. 1127 E-mail: jdorfman@haddonfield.k12.nj.us

Mr. Jeffrey Holman

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