

## COLLEGE APPLICATION PROCEDURES

1. The JFK Catholic High School **CEEB CODE NUMBER IS 332650**. This is a very important number that will be used on all of your college applications.
2. All seniors have received an **AUTOBIOGRAPHICAL RECORD** and a **STUDENT PROFILE**. The Autobiography is for your guidance counselor so that he/she may be able to compose a letter of recommendation. **IF YOU DO NOT GIVE YOUR COUNSELOR THE AUTOBIOGRAPHY, A LETTER OF RECOMMENDATION WILL NOT BE WRITTEN FOR YOU**. The student profile will be photocopied and mailed out with each of your college applications. The student profile should be **NEATLY TYPED AND PRESENTABLE**. The autobiography should be submitted to your guidance counselor by **FRIDAY, SEPTEMBER 18<sup>TH</sup>**.
3. The guidance office has college applications from schools that visit us. We do have a supply of the SUNY applications. You must write/call/contact all other college choices for an application packet.
4. Plan on visiting selected colleges on our school holidays or weekends. Try to call for an interview. Schools have many “open houses” through September-November.
5. Fill out college applications very neatly and proof read for any errors. Be sure to include all necessary information and signatures. If you are doing an On-Line application you must submit the “On-Line Application Checklist” and give it to the appropriate counselor
6. College applications require one or two teacher recommendations. **IT IS YOUR RESPONSIBILITY TO APPROACH THE INTENDED TEACHERS, REQUEST THE RECOMMENDATION, INFORM HIM/HER OF THE DEADLINE, AND PROVIDE HIM/HER WITH ALL OF THE INFORMATION THEY MAY REQUIRE TO COMPOSE A MEANINGFUL LETTER OF RECOMMENDATION**. Allow teachers enough time to accomplish this gracious task. Choose one/two teachers that know you well, and are from subject disciplines appropriate for your intended college major. All recommendations are confidential and will be submitted to guidance directly from teachers. The counselor recommendation, along with one or two teachers recommendations are usually all that will be required.
7. Keep all application parts together and bring them all to your counselor. If the college you choose requires an actual teacher recommendation form to be completed, you may submit that form to the teacher who is writing the recommendation for you. **COLLEGES WILL NOT PROCESS YOUR APPLICATION UNLESS IT IS SENT OFFICIALLY FROM THE GUIDANCE OFFICE**. All applications must be submitted directly to your counselor, not left under doors or in mailboxes. **HAND THE APPLICATIONS DIRECTLY TO YOUR COUNSELOR**. Be very conscious of the deadline, and allow your counselor two weeks to process your applications and meet that deadline. **ALL APPLICATIONS SHOULD BE SUBMITTED TO GUIDANCE BY TUESDAY, NOVEMBER 24**. This early deadline is for your advantage and enhances your prospects at the college of your choice. **ALL OF THE APPLICATIONS HAVE TO BE PROCESSED AND MAILED BEFORE JANUARY 1<sup>ST</sup>**.
8. To facilitate the college application process, our processing fee has changed. Instead of a \$5 processing fee per application, the school is now requiring a **flat fee of \$35 per student** for processing related to college applications. This fee also covers the mailing of mid-year and end-of-year transcripts to the colleges and universities to which seniors have applied. Seniors are expected to give payment to their homeroom teachers starting Thursday, Sept 17. All fees must be paid in full by Wednesday, Sept 23. College applications and transcripts will not be sent out until this

payment has been made. This process will ensure that application deadlines for all students are met.

9. If there is a Mid-Year Report Form in your application packet, enter your name, address, etc., on it and give it to your counselor when you submit your entire application.
10. Most college includes Pre-Addressed envelopes in their application packets. If so, please remember to give those envelopes to your counselor.
11. Make a copy of all college and scholarship applications for your own record.
12. Students applying under **EARLY DECISION** or **EARLY ACTION** programs must be aware of the early deadlines, and allow guidance enough time to process applications. Most early decision plans are binding. This means that once you have been accepted, you agree to withdraw all other applications and attend that college. Most early action plans non-binding, and will allow you to make a final decision by May 1<sup>st</sup>. Early decision is a viable option for first choice colleges. It is your responsibility to research whether these early decision/action options are non-binding at the colleges to which you will be applying to.

### **FINANCIAL AID**

You will need to complete a Free Application for Federal Student Aid (FAFSA). This will be available in by December. You should apply as early as possible, but not before January 1, 2010. All college financial aid is predicated on this form.

If you are considering attending a college in New York State, the Tuition Assistance Program (TAP) form should also be completed. When you fill out your FAFSA, there will be a section there allowing you the opportunity to request a TAP application. This will be forwarded directly from Albany.

In addition, there are some colleges that require a College Scholarship Service (CSS) financial aid profile. Unlike FAFSA and TAP, this profile is not free. Check with each of your college choice to ascertain whether it requires this CSS profile. The preliminary CSS profile worksheet is available in guidance and may be mailed out at any time. There is also a toll free number for the CSS profile-1-800-778-6888

Some colleges have their own, specific financial aid form. If so, make certain to fill it out, and send it with your application.

Information about scholarships will be regularly posted in senior homerooms and in the guidance area. Be conscious about deadlines. On your own, inquire about other possible scholarship opportunities which may not be publicized though guidance for example, your parent's workplace, local newspapers, Rotary Club, Elks Club, Knights of Columbus, Boys of Girls Scouts, etc....

### **NCAA ELIGIBILITY CLEARINGHOUSE/COLLEGE SPORTS**

If you are planning on playing either **DIVISION I OR II SPORTS** in college, you must first make certain that you are eligible by completing the **NCAA ELIGIBILITY CLEARINGHOUSE APPLICATION EARLY IN YOUR CURRENT SENIOR YEAR**. These applications are available in guidance and on-line at [www.clearinghouse.com](http://www.clearinghouse.com). A \$60 processing fee, payable to Clearinghouse, is required. If you anticipate playing Division I or II sports, or using your athletic talents as an additional leverage for entering college, please work closely with your high school coach. He/she will serve as an invaluable source of recommendation and an important contact with college coaches. The NCAA application forms must be submitted though guidance, since they require academic transcripts, SAT/ACT results, etc....