**Washburn High School Counseling Office**

**The College Application & Transcript Process for**

**Public Colleges and Universities**

*Examples of “Public” schools: U of M, UMD, MSU- Mankato, St. Cloud State, UW Madison, Normandale CC, etc.*

1. **Fill out your application on-line.**

*Connect through Naviance or, “Google” the school. If there is a form for the counselor to fill out, bring this with you when you meet with your counselor.*

1. **Pay the application fee using a credit card or mailing a check.**

*If you qualify for free or reduced lunch, request a fee waiver when you meet with your counselor.*

*In this case, don’t pay the fee, simply complete the application.*

1. **Send your ACT or SAT scores to all 4-year colleges you are applying.**

*Go to actstudent.org or collegeboard.org to request that they send your scores. (You may skip this step if you indicated on your ACT or SAT registration ticket the schools you are applying). Be prepared to pay for each score sent with a credit card.*

1. **Make an appointment with your counselor.**

*When you make an appointment, tell Karin (the Counseling clerk) that you need a 15 minute appointment to finish processing your application.*

1. **The transcript processing fee is $2 per transcript.**

*Bring $2 x the number of schools you are applying to your counselor appointment. This fee cannot be waived. At this time, if you qualify for free or reduced lunch, we will request that the college or university waive the application fee for up to six colleges.*

**PLEASE BE MINDFUL OF APPLICATION DEADLINES!**

***If you have questions as you are filling out your application, you can get help by:***

**e-mailing your counselor;**

**dropping in to see if your counselor can answer a quick question without an appointment;**

**talking with Mr. Perkins or ETS staff in the Career Center.**

**Washburn High School Counseling Office**

**The College Application & Transcript Process for**

**Private and/or Common Application Schools**

* *Examples of private “Common App” schools: Carleton, St. Olaf, Hamline, Gustavus, St. Kate’s, Princeton, Bowdoin, Grinnell, Boston College, Augsburg*
* *Examples of public “Common App” schools: University of Michigan, University of Mass., University of Pennsylvania*
* *Examples of private “non-Common App” schools: University of St. Thomas, DePaul University*

***For a complete listing of Common App schools visit:*** [***www.commonapp.org***](http://www.commonapp.org)

1. Go to commonapp.org and complete your application *(unless your prospective schools don’t use the Common App).* Create a username and password to begin the application. Write these down and bring them to your appointment with your counselor. *If you need help at this point, talk to your counselor, Mr. Perkins, or the ETS staff. To see your counselor, tell Karin (Counseling clerk) that you need a 15-min meeting.*
2. Pay the application fee using a credit card or by mailing a check. If you qualify for free or reduced lunch, and you are using the Common App, you can request your fee waiver from the Common App site. Otherwise, if not using the Common App, and you qualify for the fee waiver, submit the application and request a fee waiver when you meet with your counselor.
3. Go to Naviance. Click the “Colleges” tab. Click “Colleges I Am Applying To” and fill out the **FERPA consent** form. We recommend clicking **“Yes, I waive**….”(it shows colleges you trust your recommenders). If using Common App, fill in your username and password. If not, leave the username and password blank but still click “submit”.
4. In Naviance, click on the “About Me” tab. Click on “**College Recommendation Form (student)**”. You must complete this before you can ask for a recommendation from a teacher or counselor. It is recommended that you also have a family member complete the “College Recommendation Form (parent or family member)”. This will help us write the best recommendation for you.
5. Ask 1 or 2 teacher(s) for a recommendation. Most colleges want a recommendation from a Math, English, Science, Social Studies, or World Language teacher with whom you have had as a junior or senior. **Teachers will submit their recommendations electronically through Naviance so you must tell them if you are using the Common App (preferred) or not. Teachers need at least 2 weeks to prepare your recommendation.**
6. Make a 30-minute appointment with your counselor for an interview that he/she will use to write your recommendation. **Keep in mind that we need at least 2 weeks to prepare your recommendation so plan accordingly.** At this time, be prepared to tell your counselor which teacher(s) will be writing recommendations for you. Also, bring $2 for each transcript you want sent. *This fee cannot be waived.* Most Common App schools require a counselor recommendation but if they don’t we will let you know. At this time, we will request that the college or university waive the application fee if you qualify. You may make a maximum of 6 such waiver requests so plan wisely.

7. Send your ACT or SAT scores to all 4-year colleges you are applying. Go to actstudent.org or collegeboard.org to request that they send your scores. (You may skip this step if you indicated on your ACT or SAT registration ticket the schools you are applying). Be prepared to pay for each score sent with a credit card.

**PLEASE BE MINDFUL OF APPLICATION DEADLINES!**

***If you have questions as you are filling out your application, you can get help by:***

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