

#### **Smithtown Central School District**

26 New York Avenue, Smithtown, New York 11787

# The Guidance Dept. Presents:

## The College Application Process

September 4, 2025

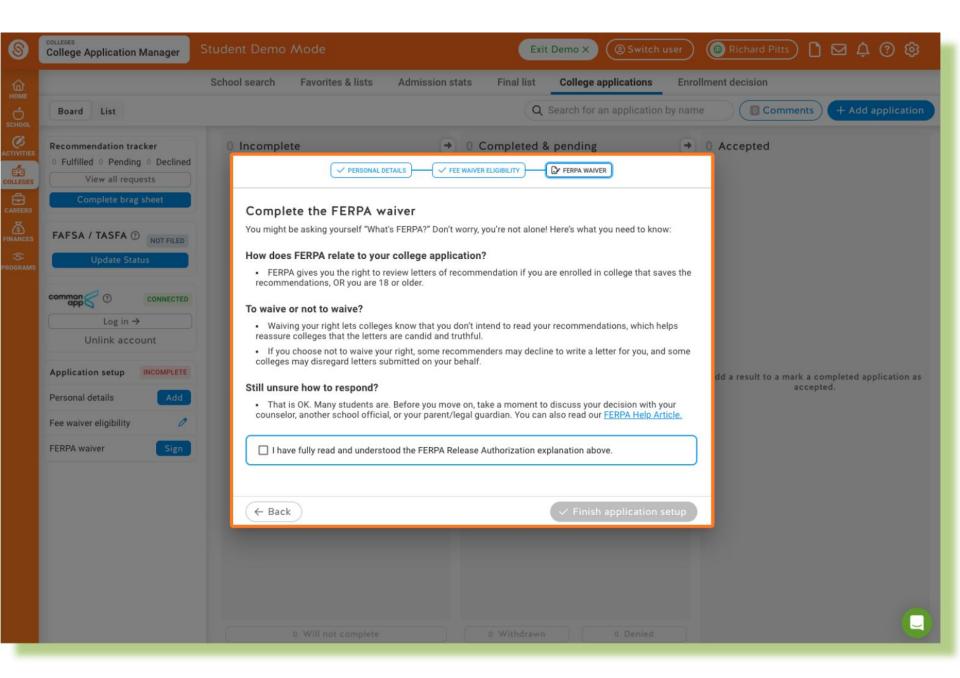
## Welcome

- Schoolinks/Common Application
- Student Responsibilities
- Teacher Responsibilities
- School Counselor Responsibilities
- College Responsibilities
- Resources

## College Application Process: Common Application

- Register for the Common Application (www.commonapp.org)
- Everyone MUST complete the following tasks to sign the FERPA waiver
  - Complete the EDUCATION section
  - Add at least one college to the MY COLLEGES section

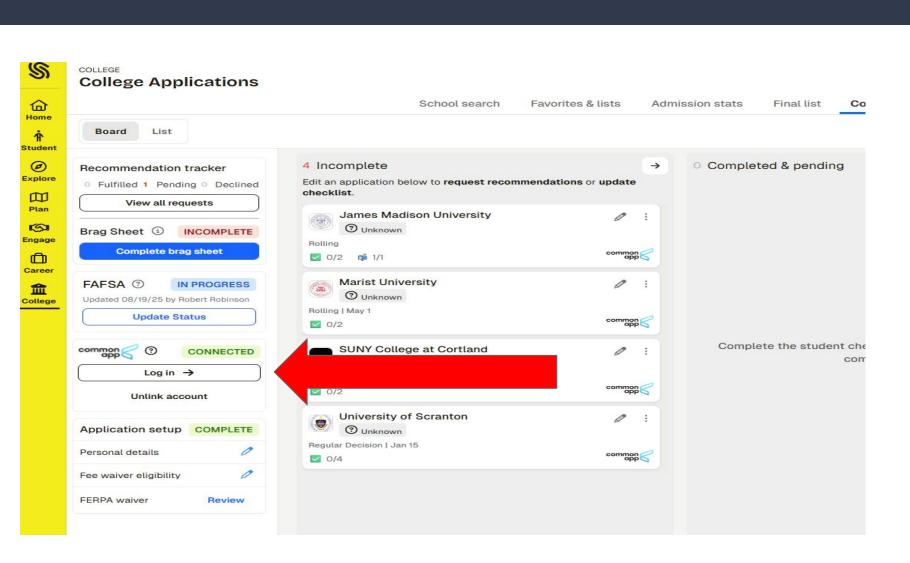
### **FERPA Waiver**



## Common Application Process: SchooLinks

- Matching the Common Application to SchooLinks:
  - Log on to Schoolinks through Classlink
  - Click on the COLLEGES section on the Left side of the screen
  - Click on COLLEGE APPLICATIONS from the drop down menu
  - On the Left side of the screen there is a link to log into the Common Application.
  - It will bring you to the Common Application and you will need to log into you Common Application account to complete the matching process

## Matching the Common Application to SchooLinks

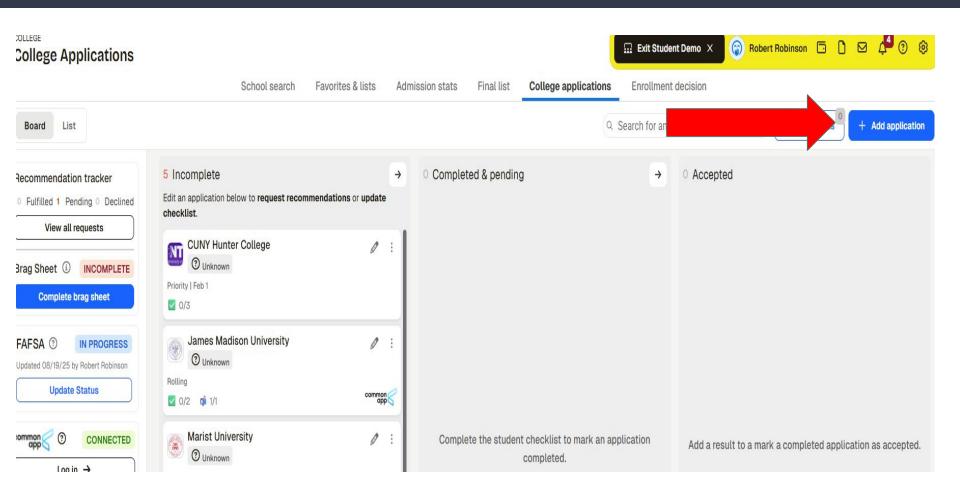


### Common Application Process-SchooLinks:

#### COLLEGES I'M APPLYING TO

- The Schools from your Common Application will automatically appear on your SchooLinks screen when you <u>match</u> the Common Application to SchooLinks
- If you are applying to a non-common application college you must add the colleges to your list
  - On the right side of the screen there is a ADD APPLICATION button

# How to add a non-common app application to SchooLinks



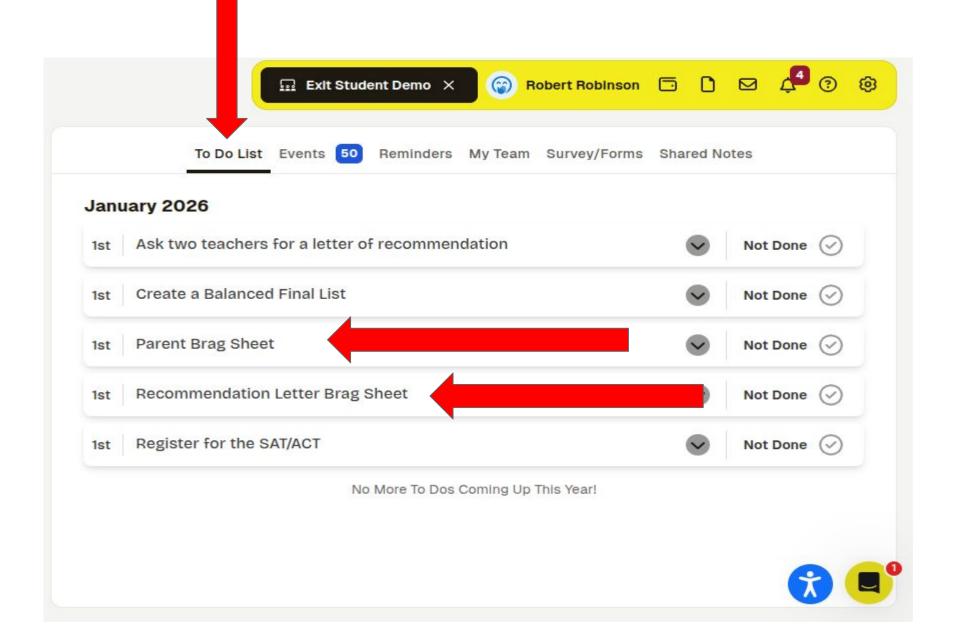
# College Application Process: Responsibilities

- Student Responsibilities
- Teacher Responsibilities
- Counselor Responsibilities
- College Responsibilities

# College Application Process: Student Responsibilities

- Transcripts are viewable on the parent portal
- Request letters of recommendation from teacher(s)
- Complete the Student Resume, Student and Parent Brag Sheets in SchooLinks
- Complete the student portion of the college application
  - Student's personal information, extra-curricular activities, honors and awards, community service and required essays
  - Supplemental application(s) should be completed only if it is required by the college
- Submit student portion of application on-line with required fee
- Contact the College Board or ACT Testing Company to send official score reports

SAT/SAT Subject Tests – <u>www.collegeboard.org</u> or 1-866-756-7346 ACT – <u>www.actstudent.org</u> or 1-319-337-1313 AP Scores – 1-888-225-5428 or 1-609-771-7300



# College Application Process: Student Responsibilities

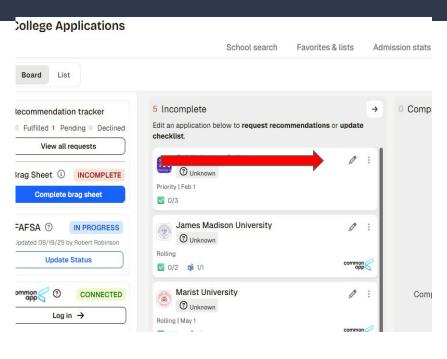
#### • Procedure for Requesting a Teacher Letter of Recommendation

- Ask teachers to write a letter of recommendation in person
- Complete a Teacher Recommendation Questionnaire and Recommendation Request Form for each teacher (available in the Guidance office)

#### – Mail vs. Electronic Transmission?

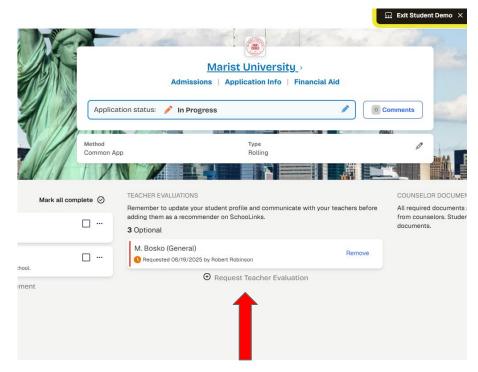
- Mail:
  - Provide teachers with a stamped envelope addressed to the college for each recommendation being sent by mail
  - Attach a post-it note on each envelope indicating the deadline for each college
  - Put your full name on the inside flap of the envelope

### **Teacher Recommendations**



How to Request a Teacher Letter of Rec

Student will click the Edit pencil for each college. They will be able to request teacher evaluations.



### **Teacher Letter of Recommendation Form**

## SMITHTOWN HIGH SCHOOL COUNSELING CENTER RECOMMENDATION LETTER REQUEST

STUDENT'S NAME	5)	TEACHER'S NAME/SUBJECT			
I am requesting that the ab	ove teacher write a	confidential recommendation letter f	for me.		
Student's Signature	Date	Teacher's Signature	Date		
DO NOT ACCEPT ANY	FORMS WITHO	UT THE STUDENT'S SIGNATU	RE		
TEACHERS:	4: 6 - 1				
	an <del>-</del> anns am near a daile and it and the safety in	chosen you to write a college recomn ough Schoolinks if the college/univer			
electronic submissions.	commensuron une	ogn schoolings if the conege dinver	sity decepts		
*If a college does not acce	pt applications/lette	ers electronically, the student must pr	ovide you with		
an addressed, stamped env	elope for each scho	ol he/she would like your recommen	dation sent.		
You will mail your letter d	lirectly.				
STUDENTS: You must r	request teacher lette	rs of recommendation through Schoo	olinks in		
	. 10 B	e 16 in the Planning for College Guid			
received at your Junior Co	nference if you nee	d assistance in completing this task.	15		
COLLEGE/UNIVERSITY		DEAD	DEADLINE DATE		
7			7		
S <del>.</del>					
<del>2</del>					

# College Application Process: Student Responsibilities

#### Submit a Transcript Processing Form to Guidance Office

- One form has room for 11 schools, you may use additional forms if needed.
- Transcripts will <u>only</u> be sent to the colleges listed on the form.
  - \*Please note, when you add at least one Common App school to the transcript processing form, Common App will automatically deliver documents to additional applicable colleges as students submit their Common Application
- Forms are available in the Guidance Office and on the guidance google classroom
- Allow 15 <u>school</u> <u>days</u> for your application to be processed once it has been submitted to Guidance

### **Transcript Processing Form**

CEEB Code: Smithtown East 335001

### Smithtown Central School District

Please allow fifteen (15) school days for

Smithtown West 335221	Transcript Processing Porm		Trease	processing		
Completed forms should be turned in to the Co	unseling Center.					
Student Name:Student Email:	Counselor:	Counselor: Date Submitted				
Name of College/University	Location: City, State	Admission Type* See Below	Application Deadline	Application Type** See Below	For Office use notes	
* Admission Type: ED = Early Decision; EA= Ear ** Application Type: Common App, College Specif	ly Action; PRI= Priority; REG= Regular, ROL ic App, SUNY APP, CUNY APP (ADD CUN	L = Rolling Y #ID), Coalition	Remember to ask 2 teachers for letters of recommendation			
By signing below, you authorize Smithtown Central Sch						

as you submit your applications through Common App. Students are still required to list all schools that they are applying to. Letters of recommendation are confidential and not for review by studen or parents. Should your 12th grade schedule change, for any reason, it is your responsibility to notify each institution of the change.

Did you complete the Common Application FERPA waiver on your Common Application?	Yes No				
Do any of the colleges you are applying to require a Counselor letter of recommendation?  If yes, please see below.	Yes No				
Did you complete the Brag Sheets and Resume located in SchooLinks?					
Yes No *A letter will not be written unless both have been completed and saved in SchooLinks.					

Smithtown High School does not send SAT/ACT and AP Scores It takes 4-6 Weeks for testing Agencies to Process, Don't wait! SAT/SAT Subject Tests www.collegeboard.org or 1-866-756-7346 ACT - www.actstudent.org or

(319)337-1313

## College Application Process-Teacher Responsibilities:

- Teacher will complete the teacher evaluation form as required by the common application
- Write a letter of recommendation for the student
- Teacher will either mail the teacher evaluation form and the letter of recommendation or submit this information electronically

## College Application Process-School Counselor Responsibilities:

- The school counselor will send the following items to each college when the student brings a completed TRANSCRIPT PROCESSING FORM to Guidance
  - Official Transcript
  - Counselor Letter of Recommendation
  - Smithtown High School Profile
  - Secondary School Report
- The school counselor will also send <u>first quarter grades</u> and <u>mid-year grades</u> to each college if/when the student requests it by completing the GRADE PROCESSING FORM

## College Application Process College Responsibilities:

- Create a file for the student upon receiving <u>any</u> piece of the application
- Collect all pieces of the application
- Colleges may contact you to inform you that something is missing....do not be alarmed! It is best to contact the college directly to make sure your entire application has been received. Once everything is received, the file will be reviewed
- Colleges will make you aware of their decision according to their timeline

## College Application Process: Types of Applications

- Common Application
  - Supplemental applications may be required
  - www.commonapp.org
- SUNY Application
  - Supplemental application may be required
  - www.suny.edu/student
- Coalition Application
  - Application being accepted by some colleges
- •CUNY Application (online application only)
  - www.cuny.edu
- Online Application for individual colleges
- Paper-Based Application for individual colleges

## College Application Process Application Deadlines/Programs:

- Early Action vs. Early Decision
  - Restrictive Early Action
- Regular Admissions
- Rolling Admissions
- Honors Programs
- Special Talent (Art, Music, Theatre, Dance)
- Scholarship Opportunities (Merit, Athletic)
  - (NCAA) www.eligibilitycenter.org

## SUNY's FREE Application Weeks 2025

October 20th - November 3rd

Apply during this time period and there is no application fee, for up to 5 SUNY schools.

## On Site Admissions Suffolk County Community College

Suffolk County Community College Admissions representatives will visit each high school and assist students with the electronic application process. They will also we be waiving the application fee.

Wednesday, October 22nd - HSW Thursday, October 23rd - HSE

\*sign up for this event will take place 2 weeks prior to the day of on site admissions.

# College Application Process NCAA Requirements:

When applying to college as a student athlete, you'll need to meet NCAA eligibility requirements and register with the NCAA Eligibility Center: <a href="https://web3.ncaa.org/ecwr3/">https://web3.ncaa.org/ecwr3/</a>

Here are some things to consider:

#### **Eligibility requirements**:

To be eligible for NCAA Division I or II schools, you'll need to meet academic standards like required courses, GPA cut-offs, and SAT/ACT score minimums.

#### **Registration**:

Register with the NCAA Eligibility Center and create a Certification Account if you're being recruited or plan to compete at the NCAA Division I or II level.

## College Application Process-Fall College Fairs:

#### **In-Person Fairs:**

Western Suffolk Counselors' Association College Fair - 10/16/25 - 6:30-8:30pm at Hauppauge High School- Free. Visit wsca.optonline.net

Nassau Counselors' Association Fall College Expo - 9/30/25 6-9pm at Adelphi University Center for Recreation and Sports Gym 5:50-8:30 - nassaucounselors.org for more information

East End Counselors' Association Fall College Fair - 10/14/25 - 6-8pm at Riverhead High School (700 Harrison Ave. Riverhead)- Free. eastendcounselors.org for information

The National Association for College Admission Counseling (NACAC)
To Sign up for Free go to <u>nacacattend.org/fairs</u>
<u>Virtual Fair</u>: Sunday 9/14/25,10/19/25, 11/9/25 1-6pm

## **College Rep Visits**

- List is available on Schoolinks
- SchooLinks

## Questions???

If you still have questions after viewing this presentation, please contact your child's counselor directly.

Counselor Caseloads 2025-2026

As always, you can also contact me directly by email at the following email address.

kcolon@smithtown.k12.ny.us

### **THANK YOU!**

We wish you the best of luck and remember: We are here for you!