

# **COLLEGE APPLICATION PROCESS**

**A BRIEF OVERVIEW TO APPLYING TO  
COLLEGES & UNIVERSITIES**

**BOLTON HIGH SCHOOL  
GUIDANCE DEPARTMENT**

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## I. CREATE A RESUME

Students will need their resume for interviews, recommendation letters, and college applications (remember to keep it updated!); this sheet includes the student's name, honors, and awards they've received during their high school career, extracurricular activities, volunteer activities, employment, and athletic activities. Students can use Naviance to create their resume.

## II. CORRESPONDENCE WITH COLLEGES

Email schools for viewbooks, catalogs, applications, and financial aid information. This will also add you to the prospective student mailing list for each school you contact (make sure to include the expected year of graduation on all correspondence). Many schools will then assign you an admissions representative or counselor who will work with you throughout the process of applying to their school.

## III. CAMPUS VISITS

Call or email the admissions office to set up an appointment for tours and/or interviews at least two weeks in advance. When scheduling a personal appointment, it is important to bring the Naviance resume sheet explained above, a copy of your unofficial transcript and a copy of the Bolton High School profile (see the guidance office for these documents).

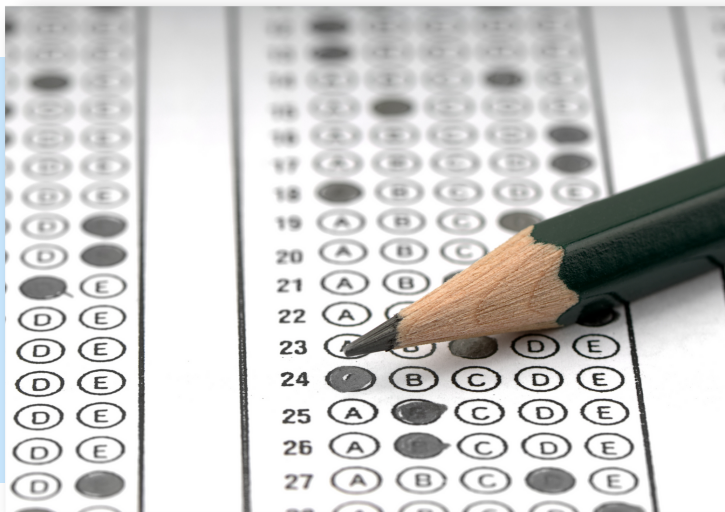
Many schools may allow you to sit in on a class or observe a practice while touring the campus - ask your admissions counselor if this is something they offer to get a better idea of the school's academics and culture.



## IV. SAT/ACT

Students take the SAT in-school once during their junior year, but can elect to take them through CollegeBoard at other times. If students choose to send their SAT scores, they must send them directly through Collegeboard in order for the scores to be considered official. Pay close attention to the deadlines both for registration for the exams as well as deadlines to send your scores to schools. All information regarding the SATs can be found on the [CollegeBoard website](#).

In Connecticut, the ACT is not administered during the school day. Students interested in the ACT should register for a Saturday exam on [act.org](#). All scores will be released via the ACT website directly to colleges similar to the SAT.



You can take the SAT and ACT multiple times and opt to send the best scores to the colleges of your choice. More information is available in your College Board account.

## V. USE YOUR NAVIANCE ACCOUNT

Naviance is crucial to your application process - you will use it for researching and organizing the colleges and universities you wish to apply to, requesting and sending letters of recommendation, and tracking your applications. Make sure that you keep it updated with accurate information! Naviance is also the platform we use to send your final transcript to your chosen college at the end of the year, as well as any other documents your school requires.

## VI. ASK FOR LETTERS OF RECOMMENDATION

Many schools require 1-2 letters of recommendation as part of their application (be sure to check how many are needed and other specifics for each school). Ideally, students should begin asking teachers for recommendations during their junior year. Ask teachers who know you well and can speak to your academic strength and to who you are as a person. It is best practice to ask in person before sending the letter request via Naviance. We also encourage students to write thank-you notes to the teachers who wrote them recommendations after they have completed them. Learn how to request recommendations via Naviance [here](#).

## VII. COMMON APPLICATION

Many colleges and universities use the Common Application (known as the Common App) to apply to their school. The Common App is a universal application that allows you to apply to multiple schools more efficiently and accurately.

First, you will need to create your account on the [Common App website](#), and then match your Common App with your Naviance account (see [this video](#) for instructions).

**Note:** only submit the application when *all* the sections are complete, and remember that some schools have their own supplement section!

## VII. OTHER APPLICATIONS TYPES

There are some schools that do not use the Common App for their admissions process, including some community colleges, private schools, and international universities. Students apply via the directions on the individual school's website and will need to update Naviance to reflect where they are in the application process in order to keep their counselors up to date. If you have questions about an individual school's process, talk to the admission representative assigned to you.

Keep in mind that students pursuing collegiate athletics will often have a different timeline when it comes to applications and the admissions process, especially if they are working with a recruiter.



## VIII. NCAA - ATHLETICS

Students should register with the National Collegiate Athletic Association Clearinghouse by the spring of their junior year (register [here](#)).

Prospective student-athletes are able to access information needed to understand the Division I, Division II, and Division III eligibility requirements, register with the Clearinghouse, and access individual Clearinghouse records from the [NCAA Clearinghouse website](#).

If a student-athlete does not fill out an NCAA form in the spring of their junior year and plans to play a sport in college, they will need to file immediately. Students need to clear NCAA as soon as possible in order to make official visits to any college. Please make sure students have a transcript release form on file in the guidance office (who will send the official transcript to the NCAA).

See the [NCAA Sports Sponsorship Directory](#) for lists of NCAA schools and conferences by division, sport, and/or by state.

Please see your school counselor for more resources regarding the college application process, financial aid information, or have questions regarding Naviance, the Common App, or SATs & ACTs.