Tips for College Applications

1. Always check all of the deadlines for the applications. It is up to the student to ensure that they have met the Goddard deadline so that the application is complete by the college deadline. **Make sure you submit an application checklist for each school that you are applying to Mrs. DeLillo at least 10 school days before the application is due.**
2. If an application needs your counselor’s counselors information, please provide the following information:

Name of Counselor: Mrs. Michele DeLillo

Job Title: School Counselor

Counselor’s Email: [mdelillo2@schools.nyc.gov](mailto:mdelillo2@schools.nyc.gov)

Counselor’s phone number: 718-848-8357 ext.3072

1. Most Colleges and universities want students to apply online! If you are applying to CUNY, SUNY, out of state public colleges, private colleges and schools that use the common application, you must apply online.
2. Read Instructions carefully before filling out the application
3. If you are unsure of anything or would like someone to look over your application, see Mrs. DeLillo
4. Print Instructions for Mrs. DeLillo
5. How your transcript should be sent.
6. Any additional forms that need to be sent to the college.
7. Make sure you align your common application to your Naviance account.
8. Make sure you request your letters of recommendation through Naviance.
9. Use your Goddard email for all applications and college related emails. Check the emails daily to see if you received any emails from the colleges requesting information from you. It is your responsibility to answer any questions that they have and that they everything that they need until you have officially begun your classes there.
10. Try to create the same username and password for each online application that you create; do not create more than one account on any website. Write down the username and password that you used and keep it in a safe place. If you forgot your password, some colleges will allow you to create a new one but if you forget your username you will most likely have to start a whole new application.
11. NO COLLEGE WILL CONSIDER YOUR APPLICATION WITHOUT AN OFFICIAL TRANSCRIPT FROM RGHS, YOU WILL NOT HAVE A TRANSCRIPT SENT UNLESS YOU COMPLETE AND HAND IN TO MRS. DELILLO THE REQUEST FOR TRANSCRIPT FORM AT LEAST 10 SCHOOL DAYS PRIOR TO THE APPLICATION DEADLINE.
12. All students who entered Robert H. Goddard High School after your 9th grade year must submit an official copy of your transcript from your former school.
13. SAVE your work.
14. Don’t write your essay online. Write it in a word document so that you may use spell check and then copy/paste the document onto the online application.
15. Print the application, and review it before sending. Make any corrections to the application, and preview it on screen.
16. Print the final version of your application for your records. If anything goes missing, it can be faxed (but do not submit an application both online and in hard copy).
17. If you are applying to **CUNY** you must bring in the 1st page of the application for freshman admission with the W #.
18. Remember to hit submit when the application is reviewed and ready; it will not be sent to the college until you do this.
19. If a college asks for the application fee check with Mrs. DeLillo first to see if you qualify for a College Board fee waiver, CUNY fee waiver or SUNY fee waiver.
20. **Colleges will not receive your application until the fee is paid.**
21. Remember to send your SAT scores to the colleges. It is your responsibility to have College Board send them; most colleges will not accept SAT score reports from your high school as an official report.If you are asking for your SAT scores to be sent to any CUNY schools, you only need to list CUNY UAPC one time. This will allow your SAT scores to be sent to all of the CUNY’s that you are applying to.
22. Any student filling out online applications, when filling out information for teachers for your letters of recommendation please use the teachers email address.
23. **\*\*\*\*ATHLETES\*\*\*\*** if you are hoping to play Division 1 or Division 2 athletics in college :

**You Must:**

1. Register with the NCAA 2 [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org)
2. Ask to have your transcript submitted to the NCAA
3. Colleges to which you are applying find out about you from:
   * Your high school transcript
   * Your standardized test scores
   * Recommendations from your counselor, teachers and/or outside letters
   * Interviews and all interactions with you
   * Essays and personal statements