

Tips for College Applications

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.
 - A. Read Instructions carefully before filling out the application
 - B. Make sure to have Mrs. DeLillo check over all of your applications.
 - C. Print Instructions for Mrs. DeLillo
 - I. How your transcript should be sent.
 - II. Any additional forms that need to be sent to the college.
2. Make sure you align your common application to your Naviance account.
3. Make sure you request your letters of recommendation through Naviance.
4. Set up an email account to be used solely for college correspondence
5. 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.
6. 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.
7. 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.
8. SAVE your work.
9. 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.
10. Print the application, and review it before sending. Make any corrections to the application, and preview it on screen.
11. 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).
12. If you are applying to **CUNY** you must bring in the 1st page of the application for freshman admission with the W #.
13. Remember to hit submit when the application is reviewed and ready; it will not be sent to the college until you do this.
14. 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.
15. **Colleges will not receive your application until the fee is paid.**
16. 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.
17. Make sure for all letters of recommendation and secondary school report information that you provide my email address: mdelillo2@schools.nyc.gov and my information as your counselor Mrs. Michele DeLillo.

18. Any student filling out online applications, when filling out information for teachers for your letters of recommendation please use the teachers email address.
19. ****ATHLETES**** if you are hoping to play Division 1 or Division 2 athletics in college :
 - You Must:**
 - A. Register with the NCAA 2 www.ncaaeligibilitycenter.org
 - B. Ask to have your transcript submitted to the NCAA
20. **If you need any assistance with your applications, see Mrs. DeLillo immediately.**