

College Video #1 – How to Apply to Colleges

1) If you are asked to provide information about your guidance counselor, please use the following information for titles, phone numbers, and email addresses:

Homerrooms 12A, 12B, & 12C

Mrs. Ruth Marconi Assistant Director of Guidance (516) 292-0200 ext. 218
Email: mrsmarconi@kellenberg.org

Homerrooms 12D & 12E

Mr. Michael Tahany Asst. College Placement Counselor (516) 292-0200 ext. 281
Email: mrtahany@kellenberg.org

Homerrooms 12F, 12G & 12H

Mr. Kevin Dugal Asst. College Placement Counselor (516) 292-0200 ext. 283
Email: mrdugal@kellenberg.org

Homerrooms 12J & 12K

Mr. Juan Estrella Asst. College Placement Counselor (516)292-0200 ext. 374
Email: mrestrella@kellenberg.org

Homerrooms 12L, 12M, & 12N

Miss Erin Ronan Coordinator of College Placement (516)292-0200 ext. 211
Email: missronan@kellenberg.org

Homerrooms 12P & 12Q

Fr. Albert Bertoni Assistant Principal of Guidance (516)292-0200 ext. 252
Email: fralbert@kellenberg.org

2) Parts of an application –

A) Your part – You can usually find this online at www.commonapp.org or on the college's website. This will include questions about personal information, grades, honors, etc. Often you will need to write an essay or answer short written questions. You will also need to send your SAT or ACT scores to the college if it is not SAT optional. Personal contacts with colleges are sometimes looked at when considering you for admission.

B) Kellenberg's part – This includes your transcript, your letters of recommendation, and any school forms the college needs.

3) You will come across what is called a FERPA waiver when you are filling out your part of the application. Make sure you check off "yes, I waive my right" so colleges will actually read your letters of recommendation. Remember you will not be able to read your letters of recommendation before they get sent to colleges no matter what you check on the FERPA waiver, so it is in your best interest to waive your right.

4) What you need to do for Kellenberg's part to be sent to your colleges –

A) Complete your part of the application, pay any required fees, and hit submit.

B) Go to your Naviance account and put all schools you are applying to in your "colleges I'm applying to list". Make sure you choose the correct deadline, check off that you have submitted your application, and tell whether or not you are applying to Common App schools using the Common App. Remember it is always better to apply to

a Common App school using the Common App unless it is cheaper to use the school's own application.

C) Match your Common App account to your Naviance account. Follow the directions on your "colleges I'm applying to" page to complete this task.

D) Fill out a card in the College Placement Office.

i) If the symbol next to the college name on Naviance is a computer that has either CA or nothing inside of it, fill out a BLUE card in the College Placement Office. You do not need to include any forms with your BLUE card. Since we can send these forms electronically, we already have access to all school forms for that college.

ii) If the symbol next to the college name on Naviance is a postage stamp, fill out a YELLOW card in the College Placement Office. If you were able to complete your part of the application for the college online, please print out any school forms or guidance counselor recommendation forms and include these papers with your YELLOW card. If your part of the application was also on paper, you should include your entire application with the YELLOW card and we will send everything together to the college.

iii) If you are applying for scholarships and need materials like a transcript or letters of recommendation, fill out a GREEN card in the College Placement Office and include your entire scholarship application.

5) Follow the deadlines listed on the Target Date sheet you received in January.

A) **For all applications that are due at the college before Christmas**, you MUST have submitted your part of the application, placed your colleges in the "colleges I'm applying to" list, matched your Common App account to Naviance, and filled out either a BLUE or YELLOW card in the College placement office **NO LATER THAN OCTOBER 8th**.

B) **For all applications due at the college after January 1st**, you MUST have submitted your part of the application, placed your colleges in the "colleges I'm applying to" list, matched your Common App account to Naviance, and filled out either a BLUE or YELLOW card in the College placement office **NO LATER THAN NOVEMBER 18th**.

C) SAT or ACT scores must be sent to the college by the college's deadline.