

COLLEGE APPLICATION CHECKLIST 2018-2019

- Create **Common Application** account, in “Education” section identify BHS as your school, and add at least one college to “My Colleges.” Go to “Recommenders and FERPA” section, click on “release authorization.” Click “I have fully read” – “I authorize” – “I waive” – “I understand.”
- Sign the **FERPA** (Family Educational Rights and Privacy Act) on Common App to give permission for BHS to send out materials, including transcripts, to colleges. You sign the FERPA by typing your name.
- Match Common Application and **Naviance**: Log in to Naviance, click “Colleges I’m applying to,” click “Match Accounts,” then enter email address you used when creating Common App account.
- Send the application with the fee, and essay, and supplement if doing the Common Application.

Info for the application:

Counselor name@psbma.org	Title: Guidance Counselor	Phone: 617-713-XXXX	Fax: 617-713-5018
GPA is unweighted	GPA Scale: 4.0	No class rank	Class size: 499

- Be sure to tell your Guidance Counselor in you intend to apply **Early Decision**. Student, Parent/Guardian, and Guidance Counselor need to sign an electronic Early Decision Agreement.
- Send your **SAT, AP, and/or ACT** scores by going to collegeboard.org or actstudent.org.
- Complete financial aid information. Parents and guardians need to do be involved in much of this.
 - Visit the financial aid websites for your colleges to find out about financial aid requirements, opportunities, and deadlines.
 - Attend the October Financial Aid Night for more details.
 - Fill out the FAFSA form as soon as possible after October 1
 - Fill out CSS Profile on College Board website if applying to private schools or BHS scholarships

TO EACH TEACHER WHO IS WRITING YOUR RECOMMENDATION (at least one month before deadlines):

- Provide a list of all the colleges you are applying to, as well as the deadline for each.
- If the teacher is not using Naviance, please provide ONE business sized envelope for each college, with one “Forever” stamp, addressed to the college admissions office, and with your name on the back of each envelope. The return address should be:

**BROOKLINE HIGH SCHOOL, GUIDANCE DEPARTMENT,
115 GREENOUGH STREET, BROOKLINE, MA 02445**

TO GUIDANCE COUNSELOR (at least one month before deadline):

- SELF-DESCRIPTION FORM: Fill out on Naviance under “Surveys,” or download on BHS Guidance website.
- BRAG SHEET: Completed by parent/guardian (found on BHS Guidance website).
- Processing fee of \$1.00 per college: Checks should be made payable to “BHS Guidance.”
- TRANSCRIPT RELEASE FORMS: Indicates approval to send your transcript, and provides Guidance Office with addresses and deadlines.