



COLLEGE APPLICATION PROCEDURES 2023-2024
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Please read this entire document carefully prior to submitting any applications.

COMPONENTS OF THE COLLEGE APPLICATION

1. **Transcript** – submitted by the College Office through Naviance
2. **Application for admission** – filled out and submitted by student (most via commonapp.org)
 - a. Personal Statement (main essay)
 - b. Supplemental essays*
3. **Recommendations and forms** – requested by student, submitted by College Office through Naviance
4. **Standardized test scores (SAT/ACT)*** – reported on the Common App, and/or submitted through the College Board or ACT website by student
5. **Financial aid applications** - filled out and submitted by student
 - a. FAFSA
 - b. CSS Profile*

* may be required by some colleges.

Please note that it is YOUR responsibility to confirm that each school has all the documentation necessary to review your application after it has been sent. Please check the statuses of your applications for admission and financial aid at each school in advance of their deadlines to ensure that materials have been received.

TRANSCRIPT

You will receive a copy of your transcript in advisory. Please check (and double check) it for errors. In the event of an error, please add your transcript to the ‘hold’ list. In almost every case, it is your responsibility to resolve the error. The last date to place your transcript on hold is **October 1**. The College Office may begin sending transcripts on this date.

If you have attended another high school, please check with your counselor to ensure that your official transcript has been added to Naviance by **October 1**.

If you have taken a course for college credit (including College Now) and would like your official transcript sent, please complete the outside transcript form at beaconcollegeoffice.com no later than **October 1**.

All schools will receive senior mid-year grades at the end of the first semester. For students applying ED/EA, first quarter grades will also be sent.

THE COMMON APPLICATION

You will be using the Common Application to apply to most of your colleges (including SUNY). Create an account at www.commonapp.org. Fill out the main portion by clicking the “Common App” tab. You can add colleges in the “Search Colleges” tab, which is how you will gain access to your supplements. For additional tips on the Common Application, see the attached FAQ and/or tutorials on our website.

NAVIANCE

In order for the College Office to send your transcript to your colleges, you must:

- Match Naviance to your Common Application account (see attached instructions).
- Add colleges to both on Naviance (“Colleges I’m Applying to”) and the Common Application **at least two weeks in advance** of their deadlines.
- Indicate whether you are applying EA/ED/Regular Decision on Naviance.
- Add your teacher recommenders to the Letters of Recommendation section of Naviance (do not add your advisor, and do not add any Beacon recommenders to the Common App).
- Update your admissions status for each school as you receive decisions from colleges. You are also responsible for indicating where you decide to enroll so that your counselor can send your final transcript.
- You will know your transcript was sent when the Office Status on Naviance changes from “Pending” to “Initial Materials Sent”.

EARLY DECISION AND EARLY ACTION APPLICATIONS

If you are applying to any schools Early Decision or Early Action, you must indicate that next to each college in "Colleges I am Applying to" at least two weeks before the school’s ED or EA deadline.

If you are applying EA or ED to a school that requires standardized test scores or you want to submit optional scores, please check with the individual school on their policies regarding the last possible date to take the exam and/or whether they accept self-reported scores.

TEACHER/ADVISOR RECOMMENDATIONS

Teacher Recommendations – If you have not already done so, please contact teachers as soon as possible about writing letters of recommendation. Each teacher may have his or her own procedures for you to follow. You will need to add your teachers to your Naviance account (select “Colleges”, “Apply to College”, then “Letters of Recommendation”).

Advisor Recommendations – Beacon advisors write what is referred to as the “counselor recommendation” in most cases. Make sure to ask your advisor to write your recommendation. This letter is intended to highlight your extracurricular profile and/or personal qualities. If you have faced challenges in high school that would like addressed in your application by your advisor, please let them know as soon as possible. Your advisor should not be added to Naviance. Their recommendation will be uploaded by the College Office.

There is no need to print out any forms for teachers or advisors. These will be sent via Naviance. You must give teachers at least a month’s notice when requesting recommendations. **Always thank your teachers for their efforts on your behalf, and please be patient – teachers have until your earliest deadline to submit their letters.**

STANDARDIZED TESTING

If a school requires your SAT or ACT score, or you choose to share your scores (because they are above the mean score for a particular school), it is important to confirm how your scores should be shared. Some schools will accept self-reported scores via the Common App, but others may require official score reports sent through your College Board or ACT account or uploaded to their portal after applying. **It takes 4-6 weeks for scores to be delivered this way, so leave ample time.**

FINANCIAL AID - FAFSA and CSS Profile

You will need to fill out the **FAFSA** (Federal Application for Student Aid) in order to be considered for financial aid. This application can be completed starting in December at <http://fafsa.ed.gov>.

Some colleges may require an additional financial aid application called the **CSS Profile**. For a complete listing of schools that require this application, and to register, go to <https://cssprofile.collegeboard.org>. This application can be submitted anytime after October 1, as soon as you have finalized your college list.

Please be aware of individual financial aid deadlines for each school.

SCHOLARSHIPS

Many colleges provide merit scholarships for students who qualify. Most schools will automatically consider all applicants for these opportunities, but for some colleges, there may be earlier deadlines or additional requirements for consideration. It's important to check with individual colleges to understand their procedures.

For more scholarship opportunities, check out fastweb.com, the College Office Weekly Bulletins and beaconcollegeoffice.com/financial-aid. For additional information on all these processes and procedures, we encourage you to check the Beacon College Planning Guide and the beaconcollegeoffice.com.

SUNY APPLICATIONS

1. Fill out the Common Application for SUNY schools. The only exceptions are if you plan on applying to two-year schools within the SUNY system and/or FIT. In those cases you should use the SUNY application.
2. Some schools offer Early Action, and many are rolling admissions (meaning applications will be reviewed as soon as all required materials are received). The earlier you submit these applications, the better.
3. Students who request consideration for SUNY's Educational Opportunity Program (EOP) on their application will be required to submit additional detailed information, which varies from school to school.

CUNY APPLICATIONS

1. Fill out the CUNY application at cuny.edu/apply as they do not accept the Common Application.
 - You will need to either complete a general or a Macaulay Honors application (to learn more about Macaulay, go to macaulay.cuny.edu)
 - If you have a social security number, please be sure to have it on hand before you begin your application.
 - VERY IMPORTANT – be sure to supply your **OSIS number**, as this will allow CUNY to obtain your transcript and Beacon will be able to keep track of your application status.
2. Update your college list on Naviance to include all of the CUNY campuses to which you are applying. You can choose up to six colleges without additional cost or essays.
3. If you qualify for a fee waiver, please ask your counselor for a waiver code.
4. CUNY admissions (with the exception of Macaulay) work on a rolling admissions basis (meaning applications will be reviewed as soon as all required materials are received). The earlier you submit these applications, the better. **We suggest that students submit CUNY applications by December 1.**

EMAIL MIGRATION

- The College Office uses the email address each student has listed in Naviance to distribute communications. We will be automatically updating all student email addresses in Naviance by September 21st to their NYC Student email accounts.
 - After September 21st, students can change their contact emails in Naviance to their personal email address if they prefer.
 - Naviance login information will not change.
- Students should log in to any applications that they've started and update their email addresses to their personal or NYC Student emails ASAP. For the Common App, students should click "account settings" and "change my email".
 - It does not matter if students' email addresses in Naviance and on the Common App are

- different.
- The transition to NYC Student emails does not/will not affect the Common App matching process.
- Students who have been using their Beacon Google Drives to draft application essays should ensure they have up-to-date copies saved elsewhere.
- Students' demonstrated interest is tracked by their name and file, rather than solely by individual email address.
- For the sake of your own organization, we recommend using the same email address for everything -- the Common App, other applications, Naviance, etc.

FREQUENTLY ASKED COMMON APPLICATION QUESTIONS

How do I get started?

Go to www.commonapp.org and create an account. The part of your application that gets sent to all colleges can be found in the "Common App" tab.

How do I link the Common App to Naviance?

Please see the "[Matching Naviance & the Common Application](#)" handout for detailed instructions and information.

What should I enter for GPA and rank?

Since Beacon doesn't calculate GPA or rank, leave the whole "grades" section except for class size (see below) blank.

What is my class size?

380.

What scheduling system does Beacon use?

Semester.

What do I enter for my "current year courses"?

Once you have your schedule, enter the name of your course. Classes with "advanced" in the title (i.e. Advanced Immunology) should be designated as "Advanced", and any AP courses designated as "Advanced Placement". College Now courses are considered "dual enrollment". Otherwise, course level can be left blank, or designated as "Regular/Standard".

What should I write for my English and History classes?

Your English and History classes are one-semester electives, so you may not yet know what you'll be taking second semester. You should enter each semester's English and History classes separately, and indicate "English" or "History" before the title of the class. You should enter "English TBD" and "History TBD" for your second semester courses. This is how colleges will know that you're taking four years of History and English.

How do I indicate that I'm currently a Teaching Assistant?

You can list TA positions during senior year in the "Current / Most Recent Year Courses" list.

How do I activate Common App fee waivers?

If you believe you qualify for application fee waivers, you can read more about the specific qualifications and/or activate the waivers under the Profile section of the Common App, under "Common App Fee Waiver". You will be

prompted to enter some information and authorize the waiver with your signature.

What do I enter for the number of honors I have earned?

Beacon does not offer honors except for community service, but you should enter any honors you have received outside of school.

What is the additional information section used for?

This is where you would write about any special circumstances not previously mentioned in your application. Some examples are: expanding on a learning disability, situations that impacted your grades, or if you have a link to your website or blog. Most people leave this section blank.

What is a supplement and where do I complete it?

Each college has their own questions and possibly an essay. Once you have added a school, you can click on “my colleges” to view and/or complete your supplements.

How can I send my resume to colleges?

If a college wants to see your resume, they will specifically ask for it in their supplemental prompts. Otherwise, there is no specific place to upload it to the Common Application itself. If everything from your resume fits in the Activities section, we do not recommend you send a resume.

What is my graduation date?

For now, please use June 2024.

What about all of the forms?

You do not need to provide the College Office with any forms. Everything will be sent electronically through Naviance (ED agreements, etc.)

What if a college I want to apply to is not on the Common App?

You must go to the individual college’s website and follow the steps to access their application. They may have a proprietary application (McGill, for example) or accept another form of online application (like the Coalition, UC, or CBCA Application). Even if your school does not accept the Common App, your College Office materials will still be sent electronically.

What if a college accepts multiple types of applications?

If a college accepts the Common Application, you should use that to apply.

Should I self-report my standardized testing scores?

If you choose to self-report scores on your Common Application, you may also be required by the school to send official score reports through your College Board or ACT account or upload them to their portal after applying. It typically takes 4-6 weeks for scores to be delivered this way, so please leave ample time.

Should I add my recommenders to the Common Application?

DO NOT add any Beacon recommenders to the Common App. All recommendations are handled through Naviance - adding Beacon recommenders to the Common App will result in complications later.

What should I do if I’m requesting an outside recommendation?

If all of your schools accept the Common App, you can add that recommender as an “Other Recommender” on the Common App for each college (note: not all colleges may accept additional recommendations).

Can I submit my Common Application if my teacher recommendations have not yet been submitted?

Yes. Each component of your application gets sent separately. Please keep in mind that your recommenders have until your earliest deadline to submit their materials on your behalf. Teachers will know these deadlines based on the information you’ve included on Naviance.

The Common App allows me to ‘invite an advisor’ to view my Common Application. How should this function be used?

You should only utilize this function if there is an outside person who you would like to be able to view your Common Application (this is not your Beacon advisor or your College Counselor).

MATCHING NAVIANCE & THE COMMON APPLICATION

What does 'matching' mean? In order for the College Office to send your school-based application materials (transcript, letters of recommendation) to colleges, you have to sync up your Naviance account with your Common Application account.

What is FERPA? FERPA stands for Family Educational Rights and Privacy Act, which is a federal law that affords parents and students who are over 18 (or enrolled in post-secondary education) the right to access to their educational records. It also requires that parents or students give permission before information is released to a third party, like a college. Waiving your rights to FERPA lets colleges know that you do not intend to read your letters of recommendation. If you don't waive your FERPA right, this could signal to colleges that your recommendation is less candid. Please note that Beacon teachers will not allow students to see their recommendations. For these reasons, we recommend waiving your right to view recommendations.

Step-by-Step Matching Instructions

1. Log in or set up a Common Application account at commonapp.org.
2. Under the Common Application tab, select Education on the left-hand side.
3. Add "Beacon School" and select the one in New York, NY with CEEB Code 333438.
4. Using the College Search tab, add at least one college you plan on applying to.
5. Under the My Colleges tab, unfold the drop-down menu for any college and select "Recommenders and FERPA"
 - a. Select "Complete Release Authorization" and after reading the explanation of FERPA, check the box, and click 'Continue'.
 - b. Complete the FERPA Form (review the details above), type your full name, select the date, and click 'Save and Close'.
6. Log into your Naviance account.
7. Select "Colleges I'm Applying to".
8. Click on the "Match Accounts" button at the top.
9. You will be prompted to enter your Common App login information. Once you've entered this, click "I agree".
10. Your accounts should now be synched! Contact your counselor if this didn't work.
11. If you add or remove schools from your Common App list, you are responsible for also doing so on Naviance, as well as updating your deadline information so that it's accurate in both places.

IMPORTANT - DO NOT add any Beacon recommenders to the Common App. All recommendations are handled through Naviance - adding Beacon recommenders to the Common App will result in complications.