

PROCEDURES FOR COLLEGE APPLICATIONS

1. Get necessary materials from colleges to which applications are to be sent. (Applications for two- and four-year SUNY programs are available in Counseling Center, as are Common Applications.)
2. Submit all college applications directly to your counselor. Students are to send the portions they are responsible for directly to the college as requested (BE SURE TO READ AND FOLLOW ALL INSTRUCTIONS.)
3. Complete a “Senior Request to Send Records” for all applications, and/or transcript requests. Check the appropriate box for all materials that need to be sent from the Counseling Department. This is your official release to send your transcript to a college.
4. Be sure to note your application deadlines **and allow at least ten (10) working days for your counselor to process your application.**
5. Be sure **your name** is on the application and you have signed it.
6. Students may submit as many applications as they decide to. If you’re not sure how many is right for you, make sure you talk with your counselor about it!
7. If requested, we will send **UNOFFICIAL** test scores for SAT I and SAT Subject tests, or ACT. However, most colleges require students to send **OFFICIAL** score reports from SAT/ACT. (www.collegeboard.com) (www.actstudent.org)
8. See your counselor for help making decisions about colleges, programs and financial aid. Inform your counselor immediately if you are applying for **Early Decision/ Early Action.**
9. Know the requirements of colleges, including tests, and deadline dates to be met.
10. Meet with representatives of colleges of interest as they visit Niskayuna. Weekly calendars are posted in homerooms and a monthly calendar is located in the Counseling Center and on-line at www.nisk.k12.ny.us/departments/guidance.
11. Visit colleges and attend **open houses.**
12. Apply for aid through college financial aid office if need is apparent; CSS Profile may be filed now, FAFSA may be filed after 1/2/08 (both are available at NHS Counseling office)

IN CONCLUSION: Niskayuna High School, in the matter of candidate applications to colleges, follows the recommended procedure established by the National Association of College Admission Counselors which urges the candidate do discharge his/her responsibilities in the admissions process (e.g., write for, complete, and mail applications; keep records; meet admissions schedules; with draw applications in which he/she is no longer interested; and request admissions testing to be sent from the College Board to the college of his/her choice.)

Students and parents are urged to read carefully the “Students Rights and Responsibilities” brochure published by NACAC. (www.nacac.com)