

College Application Procedures

High School of American Studies at Lehman College

2009-2010

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Please note: A copy of this document can be found on the HSAS website www.hsas-lehman.org and in the “document library” section of your Naviance home page.

College Bulletins

For the duration of the college process students will be furnished with a bi-weekly college bulletin that serves as an addendum/supplement to these college application procedures as updates occur. The college bulletins will be emailed to the students, and will also be posted on the school website.

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Critical Deadlines

- **Thursday June 25, 2009.....Student Self-Recommendation due**
- **Thursday June 25, 2009.....Optional Parent Recommendation due**
- **Wednesday July 1, 2009Common Application opens for new applicants**
- **Saturday August 1, 2009.....SUNY on-line application available (begin preliminary SUNY application NOW)**
- **Thursday October 1, 2009 Priority deadline to request teacher recommendations for 11/1 and 11/15 deadlines (early decision/Early action)**
- **Friday October 16, 2009.....Transcript requests for applications with November 1, 2009 deadline (Early Action/Early Decision) including CUNY Macaulay Honors**
- **Friday October 23, 2009.....SUNY Transcript requests due**
- **Friday October 30, 2009..... Transcript requests for applications with November 15, 2008 deadline due (Early action/Early decision)**
- **Sunday November 1, 2009.....Early Decision deadline CUNY Macaulay Honor's College (HSAS transcript requests due 10/16/09)**
- **Monday November 16, 2009.....CUNY (Rolling admissions)Transcript requests are due (online application)**
- **Wednesday November 25, 2009 Priority deadline for all teacher recommendation requests**
- **Friday December 4, 2009.... Transcript requests for Jan 1, 2009 & January 15, 2009 deadlines are due**
- **Tuesday December 15, 2009..... Regular decision deadline CUNY Macaulay Honors College (on-line application, transcript requests due 12/01/09)**
- **Thursday January 1, 2010.....FAFSA can be filed**
- **Friday January 8, 2010.....All remaining transcript requests due**
- **Wednesday, January 20, 2010.....Mid-year transcript request forms and envelopes (if not being submitted online) due**

****SUNY, CUNY and many colleges have rolling admissions. That means applications are read as they are received and decisions are made and mailed. Applying early to a college with rolling admissions could lead to a positive outcome during the admissions process and lessen pressure during the Spring. Generally, application pools strengthen as the admission cycle progresses.**

College Visits at HSAS

- **Almost every day for the month of September, October and part of November we will have colleges visiting HSAS. Please check the posted list and Naviance for updates.**
- **Each admissions counselor is given a student led tour of the school, a brief meeting with the principal, and a peek into some of our classes. This enables the admissions people to get a sense of the learning environment at our high school. The college visits will take place both during lunch and after school.**
- **Lunch visits will be in the Art Room; after school visits will take place in room 117.**
- **Some college admissions professionals prefer to do a formal presentation while others will entertain your questions in a “Q&A” format. Please keep in mind that the representatives are on very tight schedules and we must respect their time and presentation styles.**
- **If it is a college you will be applying to, make it a point to meet the representative as they may be involved in reading your application. Also, take time to visit with representatives from colleges that you may be less familiar with, you never know! Moreover, much of this information is transferable.**
- **Print out a sheet of labels with your name, home address, email address and school code and bring those to the college meetings and college fairs. At many colleges, the inquiry cards are tracked. Providing labels will make filling these cards out easier for you.**

SAMPLE LABEL:

<p style="text-align: center;">Your Name Your home address Apt# City, State, Zip Code Your Phone #, Your Email address HS of American Studies @ Lehman College #330603</p>

Student Ambassadors at HSAS

The counselors are asking the students to host and lead the college representatives as they come to visit HSAS. A student will only be asked to do this one time. This is what is expected of you:

- **Meet Ms. Harris or Ms. Wise in the guidance office at a time that has been pre-arranged.**
- **Assist in answering questions about HSAS. Include anything that may be new at our school.**
- **Provide the representative with a short tour of the school.**
- **Request a business card from the representative.**
- **Accompany the representative and Ms Harris/Ms. Wise to the location of the college visit (at lunch the visits take place in, or near the art room. After school in 117).**
- **Actively recruit fellow students to attend the college visit.**
- **Write a thank-you note provided by Ms. Harris/Ms. Wise to the representative thanking him/her for the visit which will be mailed at a later date.**

It is important to leave college recruiters with a good feeling about our school and our students. Do not be overly concerned if you are not interested in applying to a particular college. College representatives can answer questions that pertain to ALL colleges. Often they have worked at other institutions.

****If there is a particular college which you would like to volunteer for please let Ms. Harris/Ms Wise know ahead of time.**

College Applications & Transcript Request Procedures

A. Student/Parent Responsibilities

- **Submit School Counselor Self Recommendation evaluation Questionnaire to Ms. Harris/Ms. Wise by Thursday June 25, 2009 (Counselor letter of recommendation must be written/drafted over the summer).**
- **Honor critical deadlines. Hand in documents **ON OR BEFORE DEADLINES.****
- **Teacher recommendations. Appropriate request form must be presented to teacher upon request. Student must obtain a receipt from the recommending teacher for verification. Teacher will mail/e-mail completed recommendation letters directly to the colleges. (you supply a stamped, addressed envelope)**
- **Request test scores SAT, SAT SUBJECT, AP (CollegeBoard.com) and/or ACT (ACT.org) from the testing service to be sent directly to the college/university, as necessary.**
- **It is the students' responsibility to be aware of all application deadlines including Early Decision/Early Action (early programs and deadlines vary at different schools).**
- **All completed applications will be mailed, or E-mailed by the student to the college/university.**
- **Provide Ms. Harris/Ms. Wise with the appropriate Transcript Request Forms (SUNY, CUNY, Private/Out-of-State, Early Action/Early Decision), and any college-specific forms for guidance counselors. Include four (4) postage stamps with every transcript request, for transcripts that will be mailed.**
- **Students must enter each college name onto the "Colleges that I am applying to" area on their Naviance accounts before submitting Transcript Request forms to counselors.**

No Transcripts, Secondary School Reports (SSR), Letters of Recommendation will be sent unless the appropriate forms are filled out and signed.

Helpful Reminders

- a) Your name and SS#(when requested) should be on each individual sheet of paper and on the application fee check.
- b) Sign each application
- c) Obtain parents'/guardians' signature when necessary
- d) Enclose a check when necessary
- e) Follow instructions very carefully
- f) Make copies of everything you send

College Applications & Transcript Request Procedures

A. Student/Parent Responsibilities (cont.)

Keeping organized is an integral part of the college process. We suggest that students be prepared with the following supplies ahead of time:

- **Folders** (one folder per college should be used. Do not mix documentation from various colleges)
- **Stamps** (4-6 books of stamps will be needed for college transcripts, teacher recommendations and mid-year reports)
- **Computer printer ink** (students need to print copies of every document sent to colleges)
- **Letter sized envelopes** (you will provide teachers with these envelopes for the teacher recommendations. You will provide Ms. Harris and Ms. Wise with these envelopes for mid-year reports. Please note ******HSAS will provide envelopes for the transcripts and secondary school reports. Please refer to “What does HSAS mail/e-mail?”**)
- **Labels** (print a page of labels for each college that you are applying to. These labels can be used for college visits, transcript request forms, teacher letter of recommendation request forms, recommendation letter envelopes and mid-year report form envelopes.)

Student Mailboxes

All seniors will be issued a mailbox for their senior year. The purpose of the mailboxes is for counselors/teachers to leave correspondence, announcements and receipts for transcript requests and transcripts mailed in the mailboxes. DO NOT leave important time sensitive college application materials in mailboxes for the counselors. Transcript requests will not be accepted unless they are handed directly to Ms. Harris and Ms. Wise.

College Applications & Transcript Request Procedures

B. Counselor Responsibilities

- **Assist student and/or parent in refining potential college choices.**
- **Collect signed parent waiver allowing HSAS to mail transcripts to colleges.**
- **Provide useful resources to assist with the college process.**
- **Initiate and maintain professional college relationships for HSAS.**
- **Review student transcripts and update as necessary.**
- **Review application and transcript procedures with student emphasizing all deadlines and 10 school day processing timeline.**
- **Ensure all Common App SSR_(secondary school report) forms, SUNY Counselor form, CUNY Document receipt forms are accurately completed and signed by the student.**
- **Collect appropriate completed Transcript Request Forms and postage stamps for each individual college.**
- **CUNY requires one Transcript Request Form for six college choices. All campus choices can be listed on one form (CUNY green).**
- **Compose counselor recommendation letters, complete and send Secondary School Report Forms (Guidance Counselor form) to colleges where required.**
- **Facilitate teacher letters of recommendation procedures.**
- **Provide official copy of transcript and school profile and send all information in a timely manner.**
- **Send Mid-year grades where required**
- **Maintain, manage and update Naviance data.**

Applying to more than 12 colleges can be excessive and make your final college decision difficult. Do your research carefully!!!

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Secondary School Report (SSR)/Mid-year Report / Teacher Evaluation Forms

The secondary school report form is a supplement to college applications. The SSR form is designed to provide the colleges with additional information beyond the student's transcript and counselor recommendation.

The Common Application

If you are using the Common App, **do not** give your counselor the SSR form – we will fill this out appropriately and obtain your physical and electronic signature. Counselors may mail or electronically submit the secondary school report. Information on the secondary school report includes:

- ❖ Student name and address
- ❖ Current fall term courses (colleges want to assess the strength of the current academic program)
- ❖ Expected Spring Courses
- ❖ Family Education Rights and Privacy Act (FERPA) signature area and statement
- ❖ AP course information
- ❖ GPA information (weighted/Unweighted)
- ❖ Graduation information
- ❖ Disciplinary information
- ❖ Ratings and counselor comments (optional)
- ❖ Counselor/school contact information

Please note: Sometimes colleges request student report cards and teacher comments will be seen by prospective colleges (particularly for early action/decision candidates).

Information on the mid-year school report includes much of the same information as the secondary school report. The colleges wish to see how the prospective student is maintaining his/her grades throughout the senior year.

In addition to the teacher recommendation, information on the teacher evaluation form includes:

- ❖ Student name and address
- ❖ Family Education Rights and Privacy Act (FERPA) signature area and statement
- ❖ Background information
- ❖ Courses taught by the teacher
- ❖ Academic ratings
- ❖ Teacher/school contact information

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Naviance/HSAS/Common Application

- **HSAS subscribes to Naviance annually.**
- **Students create accounts on Naviance in their Junior year.**
- **Email communication with students/parents occurs via Naviance.**
- **Students can research colleges and conduct college searches on Naviance.**
- **Students can view anonymous HSAS acceptance data via Naviance.**
- **Once the college list is finalized students MUST enter colleges they are applying to, to their naviance accounts.**

The Common Application and Naviance are linked together. This means:

- **For students who use The Common Application the counselors will be able to submit the school's documents (see: what does HSAS mail) to the colleges electronically.**
- **For students who use The Common Application the teachers will be able to submit their teacher recommendations to the colleges electronically.**

In order to take advantage of submitting school documents electronically through Naviance students must:

- 1. Apply to a college on The Common Application**
- 2. Electronically complete the FERPA form on your naviance accounts, click on colleges and complete the form there. You must have previously created an account with The Common Application. Use the same user name and password.**

IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

Under the terms of the Family Education Rights and Privacy Act (FERPA) you WILL have access to your Common Application recommendation forms after you matriculate UNLESS at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. You waive your right to access below:

Yes, I DO waive my right to access, and I understand I will never see this recommendation.

No, I DO NOT waive my right to access and may someday choose to review this recommendation.

I authorize all secondary schools I've attended to release all requested records and authorize review of my application for the admission process indicated on my Common Application recommendation forms.

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

Common application username:

Common application password:

Confirm password:

General information: On-Line Applications

Many colleges expect students to apply online and over 300 colleges accept the Common Application (www.commonapp.org). While on-line applications may be convenient and eliminate application fees, there are some issues you need to be aware of.

1. **Print out the application prior to filling it out online. This way, you are able to examine the entire application carefully and there is less chance for error.**
2. **When you do begin filling out your application on-line, do not forget to save your work. You usually have no more than 40 minutes per web page before you are timed out. Whenever you save an entry or move to a new page, make sure your work is automatically stored.**
3. **Do follow directions carefully and complete all steps. On each page and in every pop up, scroll to the bottom to avoid missing any information.**
4. **DON'T compose your personal statement online. Take time to compose it in a word processing application (Microsoft Word), save it as a text file, and then copy and paste it into the appropriate boxes in the online application. Make sure you do not use any abbreviations (i.e. don't should be written as do not.)**
5. **Before sending out your application, you should have at least one other person check it to make sure there are no mistakes, especially with personal information such as your name, address, and social security number. Most importantly, he/she will be able to help catch any typos (very important!) Print out your completed application to check for errors.**
6. **BE AWARE-** when applying online with a credit card, payments may be recorded long after the application is submitted. Without a recorded application fee your application will not be processed. You may choose to print out a voucher and pay by check if this option is available. **NOTE:** If you are paying by check, make sure you are sending it to the right building and make sure you send it as soon as you send your application.
7. **SUNY and CUNY specific: you must notify Ms. Harris/Ms. Wise that you have filed an online application, print out a transmittal report (counselor form), and fill out the appropriate Transcript Request form. Just filing online does NOT complete the application process. No application is complete until your counselor has sent the official HSAS transcript and supporting documentation.**
8. **MOST colleges will inform you if you are missing any information. There is often a time lag between online application submission and completion of college files due to postal service, on-line time differential, and filing systems at the colleges. Contact the college before the deadline date if you are unsure if the application is complete.**

Helpful Tips

****Set up an email account specifically for college correspondence. Make sure to check at least 3x a week.**

****Email addresses should not be juvenile or sexual in any way (ex: sexygirl@yahoo.com). Addresses should include your name in some form (Mharris4@schools.nyc.gov). Colleges will not open emails with suspicious addresses.**



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Student Activities/Awards and Work Experience

Name Gold Standard

	SCHOOL ACTIVITIES/AWARDS	COMMUNITY ACTIVITIES/AWARDS	WORK/INTERNSHIP EXPERIENCE
GRADE 12 2008-2009	<ul style="list-style-type: none"> - Moot Court team (Captain) - Varsity Baseball team - Model UN team (United States Delegation) - Spanish Honor Society - Arista (National Honor Society) - School Ambassador to Meeting with Prof. Cornel West 	<ul style="list-style-type: none"> - Pied Piper Actors Society <ul style="list-style-type: none"> - Teen leadership and service society for Pied Piper Children's Theatre - Pied Piper Children's Theatre of NYC - Delphi Community Theatre of NYC - Voice Lessons - Guitar Lessons 	<ul style="list-style-type: none"> - High School Intern at New York County District Attorney's Office (Summer '08) (Paid) <ul style="list-style-type: none"> - Highly selective, city-wide program involving mock trial/legal colloquia and in-depth paralegal assistance to Assistant District Attorneys in Investigation Division Central
GRADE 11 2007-2008	<ul style="list-style-type: none"> - Moot Court team (2nd Place in City) - Cross-Country team - Varsity Baseball team - Model UN team (United States Delegation) - Spanish Honor Society - Arista (National Honor Society) - School Ambassador to Meeting with Historian David McCullough 	<ul style="list-style-type: none"> - Pied Piper Actors Society (Vice-President) <ul style="list-style-type: none"> - Teen leadership and service society for Pied Piper Children's Theatre - Pied Piper Children's Theatre of NYC <ul style="list-style-type: none"> - Lead role in musical (<i>Once on this Island</i>) and supporting role in play (<i>A-Haunting We Will Go</i>) - Voice Lessons - Guitar Lessons - Inwood Little League Baseball (coach) 	<ul style="list-style-type: none"> - University of Chicago High School Law/Mock Trial Program (Summer '07) <ul style="list-style-type: none"> - Highly selective, national program involving 8hr/day class with a University of Chicago Law School Professor - Research Assistant, Lehman College Adult Learning Center (Summer '07) - Research Assistant, Center for Good Governance (6/07 – 6/08)
GRADE 10 2006-2007	<ul style="list-style-type: none"> - Mock Trial team - Moot Court team (3rd Place in City) - Cross-Country team - Varsity Baseball team - Student Government (Sophomore Representative) - Spanish Honor Society - Arista (National Honor Society) 	<ul style="list-style-type: none"> - Pied Piper Actors Society <ul style="list-style-type: none"> - Teen leadership and service society for Pied Piper Children's Theatre - Pied Piper Children's Theatre of NYC <ul style="list-style-type: none"> - Lead role in musical (<i>Anything Goes</i>) and lead role in play (<i>The Taming of the Shrew</i>) - Voice Lessons - Guitar Lessons - Inwood Little League Baseball <ul style="list-style-type: none"> - One of two students selected to perform with the cast of <i>In the Heights</i> (Tony-Award winning Broadway show) at Manhattan Uptown Arts Annual Concert 	<ul style="list-style-type: none"> - Intern at Bronxnet Television Station (Summer '06) - Research Assistant, Lehman College Adult Learning Center (Summer '06)
GRADE 9 2005-2006	<ul style="list-style-type: none"> - Mock Trial team - Cross-Country team - Varsity Baseball team 	<ul style="list-style-type: none"> - Pied Piper Actors Society <ul style="list-style-type: none"> - Teen leadership and service society for Pied Piper Children's Theatre - Pied Piper Children's Theatre of NYC <ul style="list-style-type: none"> - Supporting role in musical (<i>Joseph and the Amazing Technicolor Dreamcoat</i>) and lead role in play (<i>Harvey</i>) - Voice Lessons - Guitar Lessons - Inwood Little League Baseball <ul style="list-style-type: none"> - Selected to perform at Manhattan Uptown Arts Annual Concert 	<ul style="list-style-type: none"> - Intern at New York State Senator Deputy Minority Leader Eric Schneiderman (Summer '05)

SUNY Applications

- **Students who reside in New York City should file a SUNY application. Applying to a public in-state institution is a cost effective choice – especially if you are considering a graduate degree.**
- **The State University of New York is comprised of 64 individual campuses which include: University centers, four year liberal arts colleges, and technical colleges, offering both two and four year programs and community colleges.**
- **Most of the SUNY campuses offer a residential college experience.**

As students build their college lists many factors are considered:

- **Campus size**
- **Location**
- **Major**
- **Social concerns**
- **Financial concerns**

Most SUNY campuses accept applications on a rolling admissions basis. This means that applications are read as they are received and admissions decisions are rendered and mailed to students. Therefore, it is important to research the SUNY campuses early and file the online application as soon as possible. You can apply to SUNY beginning August 1, 2009 at: <http://www.suny.edu/> This is the initial application which is only the entry point to the process. Many SUNY campuses have supplements to their applications. Once the student files the initial application he/she will be contacted regarding which supplements need to be filed. Supplements can also be downloaded from the SUNY website and the individual campus websites.

SUNY Colleges and The Common Application

Recently, Many SUNY campuses have joined The Common Application, in order to reach out of state students. While you may choose to use The Common Application it is highly recommended that you use the on-line SUNY application. Students should finalize their SUNY campus choices early in the college process and submit transcript requests to the counselors no later than Friday October 23, 2009.

****Highly competitive SUNY campuses may have a priority deadline. This is not a fixed deadline but it is highly recommended that applications are completed by the stated date in order to increase your chance for admission to that college. (Note: many large out-of-state State Universities operate with a priority deadline.)**

CUNY Applications

- **Students who reside in New York City should file a CUNY application. Applying to a public in-state institution is cost effective choice for many students – especially if you are considering graduate school.**
- **The City University of New York is comprised of 17 individual campuses. The CUNY colleges include: Four year colleges of the arts and sciences, technical/comprehensive colleges offering both two and four year programs and community colleges.**
- **Most CUNY campuses do not offer a residential college experience with the exception of a new dorm on the campus of City College, and housing options are available for students accepted to the Macaulay Honors College.**

CUNY accepts applications on a rolling admissions basis. This means that applications are read as they are received and admissions decisions are rendered and mailed to students. CUNY follows this procedure on a monthly basis beginning on/around November 1, 2009.

Macaulay Honors College (CUNY)

- **Founded in 2001 and housed at seven (7) participating CUNY campuses.**
- **Students are granted a full tuition scholarship covering four years of undergraduate education and a laptop computer.**
- **Students are awarded funds for study abroad and internship programs.**
- **Applications are filed exclusively online by prospective students. Counselors mail/email supporting documentation to the processing center located in Brooklyn, NY.**
- **Admission to the CUNY Honors College is highly competitive. SAT/ACT, high school grades, college essay and recommendations are required to be considered for admission.**
- **Students may only apply to the CUNY Honors College at one CUNY institution.**
- **Students may apply to both the CUNY Honors College and Sophie Davis School of Biomedical Education, but may only enroll in one program.**

General Information for CUNY Applications

- **CUNY applications are filed exclusively online.**
- **Students must create a portal account online at www.cuny.edu/undergraduate**
- **Once an account has been created you may select General Freshman Admission, Macaulay Honors College.**
- **NYC students will be asked to provide their OSIS #. That is the 9 digit # next to your name that is on all of your transcripts and report cards. This # has been the same as long as you have been a New York City Public School Student.**
- **For the General Freshman application, students will select 6 campus choices. Students will receive a response from all 6 colleges.**
- **Students will have the option to apply to SEEK/CD (SEEK/CD is an opportunity program like EOP {SUNY}, and HEOP {NYS private colleges}. Students must meet the academic and financial criteria to be eligible for this program).**

- For those students who select the Macaulay Honors College, only Honors College campuses will appear in the drop-down menu. You may only select one campus choice for the Macaulay Honors program.
- Applicants applying to the Macaulay Honors College are required to submit an essay and two letters of recommendation. Essay, counselor and teacher recommendations may be easily submitted via email. However, you must follow the HSAS procedures for making transcript requests (see below).
- Students may submit payment for the application (\$65.00) at the time they complete their application, or they may pay later. There is also an option to mail a check, money order or fee waiver to the application processing center (please see below).

Fee Waivers for CUNY

CUNY fee waivers are distributed on a very limited basis. Students must meet the income criteria in order to receive a CUNY fee waiver. There will be more students who are eligible for a fee waiver than there are fee waivers. CUNY only accepts their own customized CUNY issued fee waivers. HSAS will distribute CUNY fee waivers on first-come first-served basis. Students must demonstrate that they have fully completed the online CUNY application, and meet the income guidelines in order to receive a CUNY fee waiver.

HSAS CUNY Application Procedures

- Students who will be applying to any of the CUNY programs must submit one Green HSAS form (CUNY transcript request form) listing all of your CUNY choices.
- Since CUNY will be able to access your transcript electronically via your OSIS # (9 digit ID#) your transcript request forms will serve the following purposes.
 - ❖ Completion of transcript request forms will prompt the counselors to mail a copy of your SAT/ACT scores to the application processing center. **NOTE:** CUNY will accept test scores from the high school, therefore, saving you money.
 - ❖ If you are applying to the Macaulay Honors College proper submission of your transcript request forms and Teacher Recommendation request forms will prompt the counselor and teacher to submit your recommendation letters. These forms enable us to stay organized and keep track of your college application choices.
 - ❖ Should you wish to pay by check or money order you may submit your payment to us and we will send it with your test scores to the application processing center.
 - ❖ When you complete your application please print out the following and submit one, or all of these documents with your transcript request forms.
 1. Document Return Receipt Form (see attached sample)
 2. Application Fee Form (If HSAS is sending your payment)
 3. PDF version of completed application

HSAS will provide all postage for mailing supporting CUNY documentation. Please note: If you are applying to The Macaulay Honors College and your teachers wish to snail mail a paper copy of your recommendation letter have them submit the letters to your counselor. All supporting documentation that is not submitted electronically should be mailed together.

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Student Self Recommendation

Student's Name _____

Date _____

Phone _____

Email _____

We believe that you should have a certain amount of input into the letter of recommendation that is written to colleges and universities on your behalf. Consequently, we are asking for your perceptions about your educational and personal growth.

Instructions

Please carefully answer the following questions on a separate sheet of paper. Answer them with care, as your responses will help generate a good counselor recommendation. If you reference a job, program, volunteer work, please provide the full name of the company, organization, program etc. ***The counselor recommendation is an opportunity for you to express your voice in a way that you may be unable to elsewhere in the application!!**

All responses must be typed. The responses are due Thursday June 25, 2009. If you wish to do this via email you can send your responses as an attachment in an email to Mharris4@schools.nyc.gov or Bwise@schools.nyc.gov Please use **only Microsoft Word. You should get an email within a few days that allows you to know that we have received this information. Please number your responses to correspond with the questions. *The tear off at the bottom of the student self-recommendation questionnaire included in your packet must be signed, dated and returned before the recommendation letter is written.***

- 1. Please discuss in detail your 9th, 10th and 11th year grades. Discuss reasons for any extreme fluctuation in your grades.**
- 2. Discuss any circumstances in your life that might have had a negative/positive impact on your academic performance. (Try and be personal, the college wants to understand more about you on a personal level.) Is there anything on your transcript you feel warrants clarification due to personal circumstances?**
- 3. Please briefly describe your daily commute to school.**

4. What are your proudest accomplishments and why?

- a. Academic**
- b. Personal**

5. What are your career goals and plans?

6. Describe a difficult decision you had to make and what you learned as a result.

7. How would your friends and/or family describe you? What would they say?

8. List five descriptive adjectives that tell something about you as a person.

9. What will you be able to offer to a college or university? Why should they select you?

List your Favorites

- 1. Favorite book:**
- 2. Favorite activity:**
- 3. Favorite movie:**
- 4. Favorite section of newspaper:**
- 5. Favorite quotation:**
- 6. Favorite TV show:**
- 7. Favorite keepsake:**
- 8. Favorite time of day:**
- 9. Favorite academic subject:**
- 10. Favorite website:**
- 11. Favorite source of news:**
- 12. Favorite meal/food:**

Sign tear off and return to Ms. Harris/Ms. Wise

I _____ understand that the information
(Student's Name)
submitted from this self recommendation form may be used to influence the content of the
counselor recommendation letter.

(Student's Signature)

(Date)

Comments: _____

Student's Name _____ **Phone** _____

Email _____ **Cell Phone** _____

High School of American Studies at Lehman College

OPTIONAL Parent Recommendation

Due: Thursday June 25, 2009

Student's Name _____ Date _____

We would like to give parents/guardians the opportunity to give input and perhaps let us know something about your child he/she would otherwise have difficulty expressing. The counselor recommendation is an opportunity to let the colleges understand aspects of the prospective applicant that may not be expressed elsewhere in the college application. Please follow the directions below and use the questions included as a guideline.

Instructions

Please carefully answer the following questions on a separate sheet of paper. All responses must be typed. The responses are due **Thursday June 25, 2009**. If you wish to do this via email you can send your responses as an attachment in an email to Mharris4@schools.nyc.gov or Bwise@schools.nyc.gov Please use only Microsoft Word. You should get an email within a few days that allows you to know that we have received this information. Please number your responses to correspond with the questions and keep your responses brief. If you prefer, you may mail your responses to the school, or give them to your child to submit to the guidance office.

1. Describe one or two major events that you see as turning points in your child's development and explain why you see them as such. (please discuss the past three or four years)
2. What do you consider to be an outstanding accomplishment of your child during the past three or four years? Why did you select it as the most important?
3. What do you consider to be his/her most outstanding character traits?
4. Your child's greatest strength/weakness is:
5. Something you need to know about my/our child is.....
6. Are there any unusual or personal circumstances that have affected your child's educational or personal experiences?

Please feel free to answer some, or all of these questions. In addition, please add any other comments that may add insight and contribute to the counselor recommendation.

High School of American Studies at Lehman College

Guidelines for Requesting Teacher Recommendation Letters

******In accordance with the administration and staff of the High School of American Studies at Lehman College please note that the following guidelines must be followed in order to obtain a teacher letter of recommendation.**

- 1. Requests must be made at least 3-5 weeks in advance for college applications, scholarships and summer programs(Check with recommending teacher).**
- 2. Student is responsible for presenting the teacher the letter of recommendation request form(8x14 blue) along with a stamped business envelope (see list of recommended supplies). The envelope should have a postage stamp, college address and HSAS return address (with student name)in the left hand corner. Please place your name and social security number on the inside flap of the envelope if possible.**
- 3. Separate envelopes must be used for each college.**

Sample Envelope

Student's Name High School of American Studies at Lehman College 2925 Goulden Ave. Bronx, New York 10468	Place Stamp Here
College Name Office of Undergraduate Admissions Street Address City, State Zip	

- 4. Included with your request for a recommendation letter, submit copies of photocopied tests, papers and projects which may have significant comments that will assist your teacher regarding your performance in his/her class. (Do not expect these copies to be returned to you)**
- 5. All teacher recommendation letters for scholarships, programs and college applications will be mailed directly to the college by the teacher.**
- 6. Write thank you letters to teachers within 10 days of your request.**

High School of American Studies at Lehman College

Mid-Year Reports

- Many colleges, not all, will require mid-year grades to be sent directly from the high school. It is the student's responsibility to check with the colleges regarding requirements for submission of mid-year grades.
- Mid-year grades will not be available for mailing/electronic submission until the start of the spring semester (February 1, 2010).
- While mid-year grades may make a case for a student whose GPA needs a boost, mid-year grades may negatively impact admissions decisions if grades decline during the student's fall semester.
- If a college is struggling with an admissions decision they may request mid-year grades on a case-by-case basis.
- When mid-year grades are required you must provide individual envelopes, along with the mid-year report form (one form per student!) - for each college that requests this report.
- Do not submit multiple copies of the same form (i.e.: Common Application)

For students who used the common application mid-year reports will be submitted electronically, no envelopes will be necessary.

On the envelope please include a postage stamp and the complete mailing address of the college.

Sample Envelope

Student's Name High School of American Studies at Lehman College 2925 Goulden Ave. Bronx, New York 10468	Place Stamp Here
College Name Office of Undergraduate Admissions Street Address City, State Zip	



HIGH SCHOOL OF AMERICAN STUDIES AT LEHMAN COLLEGE
2925 Goulden Avenue
Bronx, New York 10468

Alessandro Weiss
Principal

Tel (718) 329.2144
Fax (718) 329.0792

What does HSAS mail/E-mail to the colleges?

1. Transcript
2. Secondary School Report/SUNY Counselor Form/CUNY Document
Return Receipt Forms (see enclosed samples)
3. School profile
4. Courtesy copy of SAT/ACT test scores (students are responsible for sending any college entrance exam results to the colleges for exams taken **after** November)

****Please note: many colleges require that SAT/ACT scores be sent directly from the College Board/ACT. If you choose to have HSAS send your test scores to prospective colleges, **all** test scores on file are sent.

5. School endorsed activity list (optional)
6. Counselor Letter of recommendation
7. Additional letters of recommendation submitted by student (optional)

Teachers mail their letters of recommendation directly to the colleges, except for CUNY.

**High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468**

**Michele Harris,
Guidance Counselor/College Advisor**

**Beth Wise,
Guidance Counselor/College Advisor**

**TRANSCRIPT REQUEST/RECEIPT FOR EARLY DECISION AND
EARLY ACTION APPLICATION**

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for your Early Decision/Early Action Applications Only(including SUNY/CUNY).

(Student's Name)

(SS#)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF COLLEGE/UNIVERSITY)

ADDRESS

CITY, STATE & ZIP CODE

Circle one: Early Action Early Decision I Early Decision II Restricted Early Action

Date Sent

ADMISSION DEADLINE

RECEIPT FOR TRANSCRIPT MAILED

STUDENT: Please fill in your name and name of school you are applying to in the spaces provided. You will receive this tear-off as notification that your transcript has been processed and mailed/emailed by the guidance office.

LAST NAME: _____ FIRST NAME _____

Name of College/University

Date submitted to counselor

Date sent

Counselor's Signature

**High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468**

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

TRANSCRIPT REQUEST/RECEIPT FOR SUNY SCHOOLS

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for your SUNY Applications Only. List the names of the SUNY campus in the space provided. You will receive the receipt below as soon as your transcripts are sent out.

_____ *STUDENT'S LAST NAME*

_____ *FIRST NAME*

SOCIAL SEC. #: _____

Please Check if Common Application Used _____

Date submitted to counselor _____

PLEASE SEND MY TRANSCRIPT TO THE FOLLOWING SUNY SCHOOL:

_____ **(SUNY College/University Name)**

_____ **Processed By**

_____ **Date Sent**

(THIS PART OF THE REQUEST FORM IS TO BE KEPT BY THE COLLEGE OFFICE)

RECEIPT FOR TRANSCRIPT MAILED/E-MAILED

STUDENT: PLEASE FILL IN YOUR FULL NAME, NAME OF SCHOOL IN THE SPACES PROVIDED. YOU WILL RECEIVE THIS TEAR-OFF AS NOTIFICATION THAT YOUR TRANSCRIPT REQUEST HAS BEEN PROCESSED AND SENT BY THE COLLEGE OFFICE.

_____ **(LAST NAME)**

_____ **(FIRST NAME)**

_____ **(SUNY College/University Name)**

Date submitted to counselor _____

TRANSCRIPT SENT ON: _____

_____ **(Counselor's Signature)**

**High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468**

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

TRANSCRIPT REQUEST/RECEIPT FOR CUNY SCHOOLS

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for your CUNY Applications Only. List the names of the CUNY campuses in the spaces provided. Each CUNY application allows for six (6) schools. You will receive the receipt below as soon as your transcripts and test scores are sent.

Student's Last Name

First Name

Social Security Number

Date Submitted to Counselor

PLEASE SEND MY TRANSCRIPT ALONG WITH THE APPLICATION TO THE FOLLOWING CUNY SCHOOLS:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

DATE SENT: _____ **PROCESSED BY:** _____

(THIS PART OF THE REQUEST FORM IS TO BE KEPT BY THE COLLEGE OFFICE)

RECEIPT FOR TRANSCRIPT MAILED/EMAILED

STUDENT: PLEASE FILL IN YOUR FULL NAME, NAME OF SCHOOL IN THE SPACES PROVIDED. YOU WILL RECEIVE THIS TEAR-OFF AS NOTIFICATION THAT YOUR TRANSCRIPT AND TEST SCORES HAVE BEEN PROCESSED AND SENT BY THE COLLEGE OFFICE.

Date submitted to counselor _____

LAST NAME: _____ **FIRST NAME** _____

CUNY 1: _____	CUNY 2: _____
CUNY 3: _____	CUNY 4: _____
CUNY 5: _____	CUNY 6: _____

TRANSCRIPT SENT ON: _____ (Date) _____ (Counselor's Signature)

**High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468**

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

**TRANSCRIPT REQUEST/RECEIPT FOR PRIVATE/OUT-OF-STATE
SCHOOLS**

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for your Private/Out-of-State Applications Only.

(Student's Name)

(SS#)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO: _____

(Date sent by the college office)

(NAME OF COLLEGE/UNIVERSITY)

(ADDRESS)

(CITY, STATE & ZIP CODE)

Please Check if Common Application Used _____

(ADMISSION DEADLINE)

RECEIPT FOR TRANSCRIPT MAILED/EMAILED

STUDENT: Please fill in your name and name of school you are applying to in the spaces provided. You will receive this tear-off as notification that your transcript has been processed and sent by the guidance office.

LAST NAME: _____ **FIRST NAME** _____

(Name of College/University)

(Date submitted to counselor)

(Date Sent)

(Counselor's Signature)

**High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468**

**Michele Harris,
Guidance Counselor/College Advisor**

**Beth Wise,
Guidance Counselor/College Advisor**

RECEIPT FOR STAMPS AND SNAIL-MAIL

Non Common Application Colleges Only

This form is to be used for students who have applied to colleges that are **not** on The Common Application. For those colleges all documents will be mailed and postage stamps are required. This receipt will be given to you when you first submit your transcript request and postage stamps to us.

(Last Name) (First Name)

(SS#)

(College/University/Scholarship Name)

(Application Deadline) (Today's Date)

Four Postage Stamps Submitted _____

RECEIPT FOR STAMPS

(Student's Name) (SS#)

(College/University/Scholarship Name)

SIGNATURE/DATE OF COLLEGE OFFICE STAFF: _____



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Alessandro Weiss
 Principal

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Mid-Year Report Form

Student's Name _____ Date _____

Please list below the colleges to which your mid-year grades should be sent. **ONLY** list the colleges where you want the mid-year report sent. If you used the **COMMON APPLICATION** your mid- year reports will be submitted **ELECTRONICALLY** to the colleges. **YOU** must complete the FERPA privacy notice on your NAVIANCE accounts in order for the counselors to electronically submit your mid-year reports.

For **ALL** other mid-year reports students must supply their counselor with a stamped envelope addressed to each college along with this form by **Wednesday January 20, 2010**.

Common Application Mid-Year Reports

(List your Common Application colleges)

All other Mid-Year Reports

(List colleges where you did not use the Common Application)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

*****CUNY colleges do not require Mid-Year reports, including Macaulay Honors.**
*****Do not list schools where you have been denied, or do not require mid-year reports.**

 Date submitted to counselor

 Date mailed by counselor



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AUTHORIZATION TO RELEASE SCHOOL RECORDS

I authorize the High School of American Studies to send school transcripts, test scores, and any pertinent school-related documents, to colleges on behalf of my child ***:

Student's Name

Parent's Signature

Date

Print name of person whose signature is above _____

Please check yes or no to the following three statements:

1. HSAS may send my transcripts to all colleges where I have filled out the appropriate transcript request form.

Yes

No

2. HSAS may send my PSAT/ SAT/SAT Subject Tests/ACT test scores to colleges with the understanding that ALL test scores will be sent.

Yes

No

3. Teachers may look at my college file in order to assist them with their college recommendation letters.

Yes

No

Parent's Signature

Student's Signature

***If the student is 18 years or older, a parents signature is not required.