

High School of American Studies at Lehman College
2925 Goulden Avenue
Bronx, NY 10468
www.hsas-lehman.org

College Application Procedures

2010-2011

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NOTE: 8 ½ x 14 **Teacher Letter of Recommendation Request form (light blue)** is ONLY available online at www.hsas-lehman.org – under “Guidance & Counseling, College Applications” page. Paper forms are available at various locations throughout HSAS.

Critical Deadlines

Please note: Many colleges including SUNY and CUNY have rolling admissions and priority deadlines. This means *applications are read as they are received, and decisions are then 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.

HSAS DEADLINES

- Friday June 25, 2010**.....Student Self-Recommendation due
- Friday June 25, 2010**.....Optional Parent Recommendation due
- Friday October 1, 2010**..... Priority deadline to request teacher recommendations for 11/1 through 11/15 deadlines (Early decision/Early action)
- Friday October 15, 2010**.....**Purple Transcript Request Form** for applications with *November 1, 2010* deadline (E Action/E Decision) ***including*** CUNY Macaulay Honors
- Friday October 22, 2010**..... **Blue SUNY Transcript Request Forms** due
- Friday October 29, 2010**.....**Purple Transcript Request Forms** for applications with *November 15, 2010* deadline due (Early action/Early decision)
- Monday November 15, 2010**.....Green **CUNY Rolling admissions Transcript Request Forms** (with document receipt from CUNY – example included in booklet) are due
- Tuesday November 23, 2010**Priority deadline for all teacher recommendation requests
- Tuesday November 23, 2010**.....Green **Transcript Request Forms** due for ***CUNY Macaulay Honors College*** (with document receipt from CUNY – example included in booklet)
- Friday December 3, 2010**...Pink or Yellow **Transcript Request Forms** for *Jan 1, 2011* through *January 15, 2011* deadlines are due (remember: yellow form must include 4 stamps per form!)
- Friday January 7, 2011**.....All **remaining** transcript requests due
- Thursday, January 20, 2011**.....Mid-year transcript request forms (and addressed, stamped envelopes - if not being submitted online) due

COLLEGE/OTHER IMPORTANT DEADLINES

- Thursday July 1, 2010**Common Application opens for new applicants
- Sunday August 1, 2010**.....SUNY on-line application available
(begin preliminary SUNY application NOW)
- Monday November 1, 2010**.....Early Decision **deadline** **CUNY** Macaulay Honor's College
- Wednesday December 15, 2010**..... Regular decision **deadline** **CUNY Macaulay Honors College** (on-line application, transcript requests due 11/23/10)
- Saturday January 1, 2011**.....FAFSA can be filed

College Visits at HSAS

- Almost every day for the month of September, October and part of November college representatives will be 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 are involved in reading your application. Also, take time to visit with representatives from colleges that you may be less familiar with, you may learn something that will change your application list! Moreover, much of this information is transferable between colleges.
- **IMPORTANT:** It will be helpful to 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, so providing labels will make filling these cards out easier for you.

SAMPLE LABEL:

Your Name
Your home address Apt#
City, State, Zip Code
Your Phone #, Your Email address
HS of American Studies @ Lehman College #330603

Student Ambassadors at HSAS

The counselors ask 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:

- Meet Ms. Harris or Ms. Wise in the guidance office at the pre-arranged time.
- 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.
- ***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 then be mailed by HSAS. *It is the student's responsibility to write the note as soon as possible after the visit!*

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 as they often have worked at other colleges.

******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 Friday June 25, 2010 (Counselor letter of recommendation must be written/drafted over the summer).
- Honor critical deadlines. Hand in documents **ON OR BEFORE DEADLINES**.
- Teacher recommendations. Appropriate (8 ½ x 14 blue) teacher request form must be presented to teacher upon request. Student should 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).
- One signed copy of the Common Application Teacher Evaluation Form must be submitted to each teacher who is writing your recommendation letter.
- 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*. NOTE: many colleges will **ONLY** accept scores directly from the testing services. It is the student's responsibility to be aware of these colleges.
- It is the students' responsibility to be aware of all application deadlines including Early Decision/Early Action (NOTE: early programs and deadlines vary at different schools).
- All completed applications will be mailed, or E-mailed by the student to the college/university **ON TIME!**
- Provide Ms. Harris/Ms. Wise with the appropriate-color Transcript Request Forms (SUNY, CUNY, Private, Out-of-State, Early Action/Early Decision). Include four (4) postage stamps with every yellow Non-Common Application transcript request, for transcripts that will be mailed.
- Please note: Green CUNY Transcript Request Form allows six college choices, which is congruent with the CUNY application, as all campus choices can be listed on one form.
- Students must enter each college name onto the "Colleges I'm applying to" area onto their Naviance accounts before submitting transcript request forms to counselors. We cannot process HSAS documents until this is done!

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

Helpful Reminders

- a) Follow instructions very carefully
- b) Make copies of and/or print out copies of everything you send
- c) Your name should be on each individual sheet of paper and on the application fee check
- d) Sign each application, as necessary
- e) Obtain parents'/guardians' signature as necessary
- f) Enclose a check as necessary

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, and invariably we run out of ink at the worst time!)
- **Letter sized envelopes** You will provide teachers with stamped, addressed envelopes for teacher recommendations. You will provide Ms. Harris and Ms. Wise with stamped, addressed envelopes for *mid-year reports for non-Common Application colleges only*. Please note: HSAS will provide envelopes for the transcripts and secondary school reports for CUNY, SUNY and non-Common Application college forms that are mailed. Please refer to “What does HSAS mail/e-mail?”
- **Labels** It is helpful to you to 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 are 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 ANY college application materials in the student or counselor 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 forms are accurately completed and signed by the student. (Common Application Secondary School Report (SSR), SUNY Counselor form (see sample), CUNY Document receipt form (see sample).) Note: Common Application SSRs are submitted electronically; counselors keep a signed, paper copy on file.
- Collect appropriate color-coded, completed Transcript Request Forms for each college you apply to, and 4 postage stamps, as necessary.
- Compose counselor recommendation letters, complete and send Common Application SSR Forms 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!!!

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

The secondary school report form is an important component of a college application. 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 – *the counselors* fill this out and then obtain a student's physical and electronic signature. Counselors may mail or electronically submit the secondary school report, as required. 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

Naviance/HSAS/Common Application

- HSAS subscribes to Naviance annually.
- Students create accounts on Naviance at the end of sophomore 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.**

In order to submit 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. Students **MUST** use the same user name and password for forms to be sent properly.**

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 are convenient and sometimes application fees are eliminated, 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 begin filling out your application on-line, **do not forget to save your work!**
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. **DO NOT** compose your personal statement/essay online. *In advance*, compose your essay in a word processing application, save it as a text file, 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. **Completing your application online does NOT complete the application process. No application is complete until your counselor has sent the official HSAS transcript and supporting HSAS documentation.**
7. MOST colleges will inform you if you are missing any information. There is often a time lag between application submission, and completion of college files due to postal service, and printing and filing systems at the colleges. Begin checking application status **at minimum** 3-5 weeks after the application has been submitted 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). It is best to have addresses include your name in some form (ie: Mharris4@schools.nyc.gov). Colleges will not open emails with suspicious addresses.



High School of American Studies at Lehman College

Student Activities/Awards and Work Experience

Name _____

SAMPLE***SAMPLE*****SAMPLE**

	SCHOOL ACTIVITIES/AWARDS	COMMUNITY ACTIVITIES/AWARDS	WORK/INTERNSHIP EXPERIENCE
GRADE 12 2009- 2010	<ul style="list-style-type: none"> • Student Government(Vice President) • Co-ed Varsity • Bowling Team • Fundraising Committee • Coffee House Society(Co-President) • Glee Club(Founder and President) • Debate Team(Alternate Speaker) • Drama Club • Environmental Club • Key Club • School Leadership Team Member • Committee of Club Leaders(Founder) • Step Team(Captain) • High Honor Roll 	<ul style="list-style-type: none"> • Babysitting • Open House Tour Guide • Glee Club- singing for the elderly at a nursing home and sick children at a hospital 	<ul style="list-style-type: none"> • The After School Corporation(Summer '09)(Unpaid Intern) <ul style="list-style-type: none"> -Intern at the Research and Finance Department of this Corp.
GRADE 11 2008-2009	<ul style="list-style-type: none"> • Debate Team(Alternate Speaker) • Environmental Club • Key Club(Active Member) • Student Government (Junior Grade Representative) • Drama Club • Coffee House Society(Founder and Co-President) • Principal Honor Roll • Arista(National Honor Society) • Arts and Crafts Club 	<ul style="list-style-type: none"> • School Open House Tour Guide • Babysitting • Spanish Honor Society Event Guest Escort • Made posters and Pesto Sauce for Environmental Club • Made Chocolate Lollipops for Key Club and Environmental Club • AIDS Walk 	<ul style="list-style-type: none"> • Specialized High School Institute(Summer of '08 and school year up until November of '08) <ul style="list-style-type: none"> -Student Aid(worked In an office) -Mentored and Tutored students interested in attending a Specialized High School in NY
GRADE 10 2007-2008	<ul style="list-style-type: none"> • Varsity Basketball Team(Center) • Drama Club • Key Club • Excellence in English Award • High Honor Roll 	<ul style="list-style-type: none"> • School Open House Tour Guide • Babysitting 	<ul style="list-style-type: none"> • Specialized High School Institute(Entire School year) (Paid) <ul style="list-style-type: none"> -Student Aid- Mentored and tutored students interested in attending a Specialized HS in NY
GRADE 9 2006-2007	<ul style="list-style-type: none"> • Step Team member • Debate Team(Alternate Speaker) • Key Club • Excellence in Spanish Level 1 Award • High Honor Roll 	<ul style="list-style-type: none"> • School Open House Tour Guide • Babysitting(my two younger siblings) 	<ul style="list-style-type: none"> • READ Foundation (Summer '07) (Paid) <ul style="list-style-type: none"> -Grade K-2 Tutor and Mentor - Mon-Fri from 9-12

SUNY Applications

- Students 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
- Major
- Financial concerns
- Location
- Social 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, 2010 at: <http://www.suny.edu/>. This is the initial application which takes 10-15 minutes to fill out and is only the entry point to the process because 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

Note: 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 22, 2010.

Should I use the SUNY Application or the Common Application?

The decision is ultimately up to the student and is about “student choice.”

Points to consider:

- some students find it easier to use the SUNY application and then download the supplements from the SUNY website
- some students prefer the Common Application because many of the other colleges they are applying to are on the Common Application.

****Highly competitive SUNY campuses 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 also operate with a priority deadline.)**

CUNY Applications

- Students should file a CUNY application. As stated above, applying to a local, public institution can be a cost effective choice for many students – particularly 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, and technical/comprehensive colleges offering both two and four year programs and community colleges.
- Most CUNY campuses do not offer a residential college experience but many are adding new housing choices yearly. Currently, housing options are available for students accepted to the Macaulay Honors College.

CUNY accepts applications on a rolling admissions basis. 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.

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 CUNY.
- 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 Macaulay Honors College at one CUNY institution except if a student wishes to apply to Sophie Davis School of Biomedical Education. Then students may apply to both the CUNY Macaulay College and Sophie Davis, 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 or 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 up to 6 campus choices, and 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 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.
 - ❖ 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 you qualify for a CUNY fee waiver)
 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.

**2010 ONLINE APPLICATION
SCHOOL COUNSELOR FORM**
FRESHMAN APPLICANTS ONLY

THE STATE UNIVERSITY OF NEW YORK
Application Services Center (ASC)
P.O. Box 22007
Albany, New York 12201-2007

Please complete the Student Section of this form and submit it to your school counselor. If you have selected the "mail in" option for payment of your application fees and not yet mailed your payment, attach a check or money order for the total amount due, payable to SUNY ASC (or mail directly to The State University of New York, Application Services Center, PO Box 22007, Albany, NY 12201-2007). Your application will not be processed until full payment of application fees or an authorized application fee waiver request is received.

Student Section

Applicant ID Number: _____ U.S. Social Security Number: _____ - _____ - _____

Name: _____ / _____ / _____
Last First Middle

Address: _____ Apt # _____
Street/P.O. Box

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone Number: () _____ Date of Birth: _____

My Applications:	Campus:	Curriculum:	Early Action/Early Decision:
_____	_____	_____	[] Yes [] No
_____	_____	_____	[] Yes [] No
_____	_____	_____	[] Yes [] No
_____	_____	_____	[] Yes [] No
_____	_____	_____	[] Yes [] No

[] I have applied for Educational Opportunity Program (EOP) consideration.

I understand that my application cannot be processed if it has not been completed according to the instructions and any deliberate falsification or omission of data may result in denial of admission or dismissal. All information submitted is therefore true to the best of my knowledge. **If I am an Early Decision/Early Action applicant, I agree to comply with the program requirements outlined in the Application Viewbook.** With my signature, I authorize the release of my transcript(s) and standardized test scores to State University campuses for admission purposes.

Student Signature: _____ Date: _____
Required

Parent/Guardian Signature: _____ Date: _____
Required for Early Decision Applicants only

Counselor Section

Please send a transcript to each campus listed above (or to the Application Services Center). This form, when complete, should be submitted to the Application Services Center (see address above). This information may be submitted online, in lieu of this form, at www.suny.edu/counselor. Please complete one of the following statements (a or b) about this applicant's rank in class. If your school does not calculate or disclose exact rank in class, we would appreciate your estimating this student's rank as nearly as possible.

Class Rank and GPA:

a This applicant currently ranks [][][][] in a class size of [][][][] This rank is: Weighted Unweighted (mark only one)

b We do not calculate or disclose exact rank . I estimate this applicant's position to be within the top [][] percent of his or her class.

High School Average (at time of application) [][][][] on a scale of [][][][]

High School Average: Weighted Unweighted (mark only one)

U.S. Department of Education's Academic Competitiveness Grants (ACG) eligibility criteria:

1. For applicants graduating from a secondary school in New York State, do you anticipate that the applicant will (check all that apply):

- Graduate with a NYS Regents Diploma with Honors or Advanced Designation.
- Have successfully completed two or more Advanced Placement (AP) or International Baccalaureate courses (IB) with (minimum) test scores of 3 or higher on AP exams and 4 or higher on IB exams.
- Have successfully completed a set of courses similar to the State Scholars Initiative. This program requires passing grades in the following: 4 years of English; 3 years of Math (including Algebra I and higher level courses such as Algebra II, Geometry); 3 years of science (including at least two from biology, chemistry, physics); 3 years of social studies; and one year of foreign language.

2. For applicants graduating from a secondary school outside of New York State:

- Please check the box if you anticipate the applicant will meet your state's recognized rigorous high school program.

For more information or to find recognized rigorous high school programs, visit <http://www.ed.gov/admins/finaid/about/ac-smart/state-programs.html>

High School: _____ CEEB Code: _____

Official's Printed Name: _____ Official's Signature: _____ Date: _____

College Application Fee Waiver Procedures

For students who are economically disadvantaged, there are fee waivers available for college applications. The available fee waivers vary slightly and are different from the fee waivers used for the SAT/ACT/AP exams. Generally, the requirement to qualify for a fee waiver is based on the completion and submission to HSAS of the lunch form. Those students who receive free or reduced lunch may qualify for fee waivers. Students whose families are on public assistance automatically qualify for all fee waivers.

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.***

Fee Waivers for SUNY

SUNY has their own fee waivers that can be obtained directly from the guidance counselors. Qualified students can apply to a maximum of four SUNY campuses with a SUNY fee waiver. The income guidelines for SUNY fee waivers are printed on the fee waiver. These are NOT the same guidelines as those on the school lunch form. If a student uses a SUNY fee waiver, and they do not actually qualify SUNY will bill the student at a later date for the application fees.

College Board Fee Waivers

Students who use a fee waiver for the SAT exam will be eligible for a maximum of four College Board sponsored fee waivers. The colleges must participate in this program. A list of participating college can be obtained online, or from the guidance counselors. Students will make the request for the fee waivers with his/her counselor, and will fill out the four fee waivers with the counselor. The student will be responsible for sending the fee waivers directly to the college's admissions office.

NACAC (National Association for College Admissions Counselors) Fee Waivers

NACAC offers qualified economically disadvantaged students fee waivers which can be downloaded from The Common Application website. The income guidelines are printed directly on the fee waiver. These and all fee waivers **MUST** be signed by a guidance counselor. Not all colleges accept the NACAC fee waivers (Common Application colleges do). It is the student's responsibility to check if a prospective college participates. The student then prints out the fee waivers and has them signed by the counselors. Additionally, the students will be responsible for sending these fee waivers directly to the college admissions office.

Counselor verification letter for a Fee Waiver

In select cases a college will accept a letter from a guidance counselor that verifies that a student is unable to pay for the application fees. These requests are handled on a case-by-case basis.

High School of American Studies at Lehman College

Student Self Recommendation

Student's Name _____

Date _____ Date of Birth _____

Home Phone _____ Cell phone _____

Email _____

We believe that you should have 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, and/or 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 **Friday June 25, 2010**. If you wish to do this via email you can send your responses as an attachment in an email to your counselor: 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. What are your summer plans?
 8. How would your friends and/or family describe you? What would they say?

- 9. List five descriptive adjectives that tell something about you as a person.
- 10. What will you be able to offer to a college or university? Why should they select you?

List your Favorites (feel free to elaborate!)

- 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: Friday June 25, 2010

Student's Name _____ Date _____

Parent's Name _____ Parent's e-mail: _____

We would like to give parents/guardians the opportunity to give input and 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 **Friday June 25, 2010**. 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 only 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/recipient address and HSAS return address (with student name) in the left hand corner. Please place your name 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.

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 (approximately February 1).
- 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 and you have not used the Common Application, you must provide stamped, addressed individual envelopes for each college, along with the mid-year report form (one form per student!)

For students who used the common application mid-year reports will be submitted electronically, no envelopes or forms other than the HSAS mid-year form 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. Common Application Secondary School Report/SUNY Counselor Form/CUNY Document Return Receipt Forms (see enclosed samples)
3. School profile
4. School endorsed activity list (optional)
5. Counselor Letter of recommendation
6. Additional letters of recommendation submitted by student (optional)
7. 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: it may be in the student's best interest to send standardized test scores directly to colleges *for tests taken after October* because November scores do not arrive at HSAS until the first week of December, which can severely delay HSAS submission of documents to colleges in a timely manner. This may also delay the completion of the student's file at the college.

Students are responsible for continuously informing their counselor of their standardized testing plans.

****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.

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 (PURPLE)

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

(Student's Name)

(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
Advisor

Beth Wise,
Guidance Counselor/College

TRANSCRIPT REQUEST/RECEIPT FOR SUNY SCHOOLS (BLUE)

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

(Student's Name)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF SUNY COLLEGE/UNIVERSITY)

Date Sent

ADMISSION DEADLINE

(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 _____

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 CUNY SCHOOLS (GREEN)

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

Date Submitted to Counselor

PLEASE SEND MY TRANSCRIPT ALONG WITH THE APPLICATION TO THE FOLLOWING CUNY SCHOOLS (Please rank in order of preference!)

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

DATE SENT: _____

(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
Advisor

Beth Wise,
Guidance Counselor/College
Advisor

TRANSCRIPT REQUEST/RECEIPT FOR COMMON APPLICATION
ONLY PRIVATE/OUT-OF-STATE SCHOOLS (PINK)

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

(Student's Name)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF COLLEGE/UNIVERSITY)

(ADDRESS)

(CITY, STATE & ZIP CODE)

(Date sent by the college office)

(ADMISSION DEADLINE)

RECEIPT FOR TRANSCRIPT SENT ELECTRONICALLY

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

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

4 STAMPS MUST BE INCLUDED

NON-COMMON APPLICATION ONLY

(YELLOW)

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.

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF COLLEGE/UNIVERSITY)

(ADDRESS)

(CITY, STATE & ZIP CODE)

(Date sent by the college office)

(ADMISSION DEADLINE)

Four Postage Stamps Submitted _____

(Date submitted)

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 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 Avenue
Bronx, New York 10468

Alessandro Weiss
Principal

Tel (718) 329.2144
Fax (718) 329.0792

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.

For **ALL** other mid-year reports students must supply their counselor with a stamped envelope addressed to each college along with this form by Thursday January 20, 2011

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. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

6. _____

6. _____

7. _____

7. _____

8. _____

8. _____

9. _____

9. _____

10. _____

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 e-mailed by counselor

Date mailed by counselor

Date submitted to counselor



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

www.hsas-lehman.org

Alessandro Weiss
Principal

Tel (718) 329.2144
Fax (718) 329.0792

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 _____ Social Security number

_____ 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.