



2016-2017  
HSAS College Application  
Procedures Handbook  
(Spring 2016)

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Dear Class of 2017,

Welcome to the beginning of your college application process! This is an incredibly stressful but exhilarating year - between college applications, senior year excitement and senior coursework!! Applying to college can be a confusing process and we hope to help you and your family navigate it as easily as possible. We are excited to work with you as you prepare for life after HSAS.

Of all the information to know, probably the most critical is the deadlines, as all applications have strict deadlines. This handbook has been developed to make the process more clear and less daunting. Please become familiar with it – read it through once, then use, as needed. We are only a phone call or email away. A copy of this handbook can be found on the HSAS website [www.hsas-lehman.org](http://www.hsas-lehman.org).

Warmly,

Michele Harris

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## -----IMPORTANT DEADLINES-----

Monday, August 1	SUNY on-line application available, begin preliminary SUNY application.
Prior to the start of school (Thursday September 8)	Create your Common Application Account-choose username and password carefully. <a href="http://www.commonapp.org/">http://www.commonapp.org/</a>
Wednesday, Sept. 14	Questbridge applicants MUST confirm their application with counselor and Recommending teachers (Questbridge deadline Late Sept. TBD)
Friday, Sept. 30	<b>Blue Teacher recommendation request forms due to teachers for Early Decision/Action/Priority Deadlines</b> (November 1 through December 1, or any unusual early deadlines)
Friday, Sept. 30	Self-recommendation updates due to Ms. Harris.
Saturday, Oct. 1	FAFSA (Prior, Prior) CSS Profile can be filed.
Wednesday, Oct. 5	<b>Purple Transcript Request forms</b> due for <b>EA/ED/Priority</b> Deadlines including SUNY (November 1-December 1 deadlines, or any unusual early deadlines)
Monday, Nov. 7	<b>Blue teacher recommendation requests due to teachers</b> for REGULAR DECISION.
Friday, Nov. 18	<b>Green Macaulay Honors CUNY Transcript Request forms</b> (with CUNY document receipt - example included in booklet) due ( <b>Macaulay</b> Deadline December 1, 2016)
Tuesday, Nov. 29	<b>Green Regular CUNY Transcript Request Forms</b> due (with CUNY document receipt - example included in booklet)
Friday, December 2	<b>Pink Transcript Request Forms</b> due for January 1-15, 2017 deadlines (Including SUNY Rolling) Note: the bulk of these colleges are on the Common Application.
Friday, January 6	LAST DATE to turn in pink <b>Transcript Request forms</b>
Friday, January 20	<b>Mid-year transcript request form</b> due. Note: Mid-year grades are not available before February 1, 2017
Mid-April	Most decisions by college have been received. Student responds by May 1.
May-June	Students request Lehman College transcript and send AP scores to attending colleges.
June	Counselors send official final transcripts to ONE college student will be attending.

## APPLICATION TYPES

**Early Decision (ED):** Student applies to their *first choice college* by a stated deadline - usually between **November 1 and December 1**. This is a **binding** agreement (contract) with the college. If accepted, the student is *obligated to withdraw all other active college applications in writing*, saying that he/she has been accepted to another school via an **ED** program (a sample template letter is on the HSAS website) and is withdrawing their application to that college. **Counselors verify and sign off on all ED agreements in the student's Naviance account. (Binding)**

**Early Decision II (ED II):** Offered at many colleges with the *same restrictions as Early Decision*. However, deadlines are usually around **January 1**, giving students more time to prepare applications. Students usually have many active applications at other institutions when applying through an **EDII** program, and if accepted the student must withdraw all active applications and follow the procedures above. **(Binding)**

**Restrictive Early Action (REA):** Students apply to one college and receive a decision earlier in the application process. They may be restricted from applying ED or EA or REA to other colleges (usually other private schools but not public ones). Deadlines vary. If offered enrollment, student has until May 1 to decide and accept. **(Non-Binding)**

**Early Action (EA):** Students apply early and receive a decision well in advance of the school's regular response date. Deadlines vary. **(Non-Binding)**

**Priority:** Most often encouraged at **large public universities** with large application pools. Deadlines vary. **(Non-Binding)** Some colleges may offer increased chance of admission, better housing options, and/or better course offerings. *Examples:* University of Michigan Ross Business School - November 1- **priority review**. Penn State - November 30 - **priority deadline**

**Rolling:** Colleges review applications as they are submitted and render admissions decisions throughout the admissions cycle. For these colleges, it is strongly encouraged to apply earlier in the fall, as application pools strengthen as the admissions cycle progresses. **(Non-Binding)**

**Regular:** Students submit an application by a specified date and receive a decision in a clearly stated period of time. **(Non-Binding)**

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**Advantages of applying early:** The major advantage is you will find out in December and be spared the anxiety and extra work of filing additional applications in the spring. It remains unclear if there is an admissions advantage applying early; it varies at each school.

**Disadvantages of applying early:** Getting a deferral or rejection before the holidays can be disappointing, if you are not accepted, you should be prepared to send in "regular" applications. Also, occasionally, early acceptances result in early onset of "senioritis." Please be aware that some colleges rescind their offers to student who do not maintain their grades in the spring.

**What is a deferral?** Students who apply early may not be accepted EA or ED but whose profiles are impressive to the admissions office are considered and reviewed a second time along with the regular pool of applicants in the spring.

**How does this affect Financial Aid?** EA is non-binding, so students can compare financial aid packages from several schools before deciding which to attend. However, with ED, student are obligated to attend the one school once accepted, leaving colleges with less incentive to offer more aid.

For those students who apply to college early your 1<sup>st</sup> quarter grades are sent to colleges. Students do not need to make a special request for this. The counselor will review the grades before sending to a college and will confer with the student if needed. 1<sup>st</sup> quarter grades are available at the end of November.

## COLLEGE VISITS at HSAS

Throughout September and October, many colleges and universities visit HSAS and meet our students.

Seniors are strongly encouraged to attend and participate in as many of the college visits as possible.

Students who attend representative meetings learn a lot of information about colleges that can enhance college applications and *make that student stand out*. This is also a good way to get to know admissions deans and/or representatives who will be evaluating applications. Importantly, college representatives are friendly with each other, know about other colleges, and have worked at or attended, schools other than the one they are representing. Questions are always appreciated. So what's the point? By going to as many meetings as possible during this short period of time, students will better understand the universe of colleges beyond what can be read on a website or seen from a virtual or physical tour! A schedule of the visits is posted Naviance and on the bulletin board in the HSAS front lobby.

**Parents:** if you don't have a Naviance account, or don't remember your log-in information, please contact your child's counselor *via email* and set up your own account.

### STUDENT AMBASSADORS

We are grateful to students willing to serve as ambassadors to college representatives, which is an important part of senior year. We appreciate your cooperating, and putting your best effort into helping your application and the school's standing in NYC. **Please note the policy for ambassadors below:**

- One of the Counselors is responsible for ambassadors and asks students to host and lead college representatives when they visit HSAS. *A student can be an ambassador only one time.*
- If you are interested in being the HSAS ambassador for a particular college, please email the counselor in charge.
- If there are no volunteers a student is **assigned** to be an ambassador. **Students may not exchange or trade assignments.**

### Ambassador "TO DO" list:

1. Meet the school counselor in the guidance office at the pre-arranged time.
2. Provide the representative with a short tour of the school.
3. Assist in answering questions about HSAS. Include any new information about HSAS.
4. Request a business card from the representative – give to the counselor.
5. Accompany the representative to the college visit location (usually Art Room during lunch or Room 117/119 after school).
6. Actively recruit fellow students to attend the visit, stay and participate in the meeting.
7. For lunch visits, all students should bring and eat lunch during the meeting – representatives understand it's your lunch time! Please respect the art room, clean up after yourself and return your chair to its original location.
8. The Ambassador remains with the college representative for the duration of the visit.
9. Write a thank-you note to the representative.
10. It is critical that college recruiters leave with a good feeling about HSAS and our students. Even if you aren't interested in applying to a particular college, understand that *college representatives can answer questions that pertain to ALL colleges as they often have worked at, or attended, other colleges.*

**IMPORTANT! If you are sick on the day you are to be an ambassador, please email/call the counselors as quickly as possible so we can assign another student!**

## COLLEGE APPLICATIONS

### Components of a College Application

#### Student Information, High School and Recommender Documents, Testing Results

**Student Information:** Biographical and family data is required on all college applications, so it is best to begin applications as early as possible. That way, you can focus on your essay and short-answer questions where you will spend the most time and which require the most thought.

#### **High School Documents (Secondary School Report (SSR)/Mid-Year Report / Teacher Evaluation Forms):**

Counselors and teachers are required to fill out forms and provide the student transcript as well as counselor and teacher recommendations. If you are using the Common Application, the forms are filled out electronically on Naviance.

#### **Teacher Recommendations– the Mechanics and “How To’s”**

1. Ask at least 4-5 weeks in advance for college recommendations (verify first that the teacher is willing to write a recommendation on your behalf). Consult the deadlines page in this booklet.
2. You may request recommendation letters from a MAXIMUM of two teachers for the duration of the college process.
3. Give the teacher the letter of recommendation request form (**blue**).
4. Be prepared to include copies of tests, papers, and projects which may have significant comments to help refresh your teachers’ memory when writing the letter on your behalf. (But, don’t expect the copies to be returned).
5. Write thank you letters to teachers within 10 days of your request.
6. Teachers upload their SSRs and letters of recommendation onto Naviance. Counselors submit teacher’s letters with the HSAS documents.
7. Many teachers will request to see the self- recommendations submitted to counselors in February. Counselors request your written permission to allow teachers to use documents from your college file.

#### **Naviance/Common Application/Other College Application Submissions**

College documents are most often submitted electronically through Naviance, the Common Application and most colleges, and Naviance are linked. It is critical that the names of colleges you are applying to are entered onto **both** your Naviance and Common Application accounts once your college application list is finalized. SUNY and CUNY information is similar and will be explained later in the handbook. Please note: *Colleges receive documents from three sources: student, school, test center. The documents arrive at different times, but become part of one file.*

#### **Linking the Common Application and Naviance - the Mechanics and “How To’s”:**

1. List the college you’re applying to on the Common Application. Complete the FERPA form on your Common Application account.
2. Please remember that colleges *must* be listed on both Naviance and the Common Application. You must input College names into both Naviance and the Common Application separately.
3. Watch this short tutorial video on Common App Account/Naviance matching:  
<https://vimeo.com/102639828>

-----UNDERSTANDING YOUR NAVIANCE ACCOUNTS and-----  
PROPERLY LISTING and UPDATING THE COLLEGE APPLICATION INFORMATION

1. On your Naviance home page, click the “colleges” tab, then “Colleges I am thinking about.” You will see the list of college names you are thinking about applying to *before you have decided where to apply*. **This is your *prospective college list*.**
2. When you have **finalized your college application list**, check the ***left hand box*** next to the name of the college you are applying to. In the “My Interest” column, *indicate your present level of interest in that college*. (Low, Medium, High, First Choice: this is useful information for your counselor and teacher. *We understand that the interest level may change over time.*) At the bottom of the list, click the **“move to application list:”**
3. The process above has moved your college list to the **“colleges I’m applying to”** link where your college application list appears! The first column after decision type is **“Applying via Common App.”** Click **“Unknown”** then *indicate if you’re using The Common Application, (or not), and then click on “Update Applications.”* For example: one of your college choices may be a SUNY college, but you have opted to use the SUNY application instead of The Common Application. Or, in some cases you may decide to use the college’s own application. Update this column according to which application method you are using!

In the **“Submissions” column** you will see an icon indicating the method used to submit your college documents (electronic/CA/snail mail). For CUNY colleges and a few other universities/colleges you will notice a picture of a postage stamp. For those limited cases, documents must be mailed.

Pay particular attention to the two columns which indicate the **“deadline”** and the **“office status.”** If the office status is **“pending,”** that means school documents have not yet been submitted to the college.

4. In the **“My App”** column, you will see a link **“have you applied?”** *Please click* on this link. Your entire list of colleges appears. Here, you have the opportunity to *indicate the program/division and application type*. For example, at Georgetown University you may indicate: Georgetown College, School of Business, etc. Some of your colleges may have extensive choices while others do not (This information is helpful to counselors and teachers).
  - i. **Macaulay Honors College(s)** and CUNY colleges are handled a bit differently here. After you’ve listed Macaulay (once) and each CUNY college individually, on the **“colleges I’m applying to”** page, then under **“My App,”** you must list *only your first choice school under the Macaulay Honors College* heading. Each other CUNY college will be listed without that designation, which will make record keeping easier at the end of the year.
5. Once you have clicked on **“have you applied”** for each college choice and added your program information, please *indicate if you have submitted your application*. **Once you have submitted your portion of the application, update your Naviance accounts by checking the “I have submitted my application” box.**

Please continuously update your Naviance account during the entire school year. The information in your Naviance accounts appears differently to counselors and teachers (see next page), which is why it is important that you follow the steps above.

Sample: STUDENT VIEW of Completed Naviance College List when the Procedures have been followed:

The screenshot shows the 'colleges I'm applying to' page in Naviance. The browser address bar shows 'https://connection.naviance.com/family-cr...'. The page title is 'colleges I'm applying to'. Below the title are links: '+ add to this list | view detailed status | compare me'. A search bar is present with the text 'search for colleges:'. On the left sidebar, there are navigation links for 'my colleges', 'college research', 'scholarships & money', and 'resources'. The main content area is a table with columns: College, Type, Applying via Common App?, Submissions, Deadline, Office Status, My App., Results, and Actions. The table lists 15 colleges, all with 'Pending' office status and 'Unknown' results. Below the table is a 'Delete Application' button and a section for 'College that I am attending' with a dropdown menu set to '(no college selected)' and an 'Update' button.

College	Type	Applying via Common App?	Submissions	Deadline	Office Status	My App.	Results	Actions
<input type="checkbox"/> Baruch Coll	ROLL	-		-	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> Boston Univ	RD	Yes		1/1/13	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> City Coll of NY	ROLL	-		-	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> Cornell Univ	RD	Yes		1/2/13	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> U of Delaware	PRI	Yes		12/1/12	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> Georgetown Univ	RD	-		1/10/13	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> CUNY Hunter Coll	ROLL	-		-	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> Macaulay Honors Coll	RD	-		12/1/12	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> UMD College Park	PRI	-		11/1/12	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> Skidmore Coll	RD	Yes		1/15/13	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> SUNY Oneonta	RD	No		-	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> SUNY Oswego	ROLL	No		-	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> U of Texas Austin	RD	-		12/1/12	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> Tulane Univ	RD	-		1/15/13	Pending	<a href="#">have you applied?</a>	Unknown	
<input type="checkbox"/> Union Coll	RD	Yes		1/15/13	Pending	<a href="#">have you applied?</a>	Unknown	

Sample: Counselor's View of the Student's Naviance College List

The screenshot shows the 'ACTIVE APPLICATIONS' page in Naviance. The browser address bar shows 'https://succeed.naviance.com/studentsmai...'. The page title is 'View College Applications'. Below the title are navigation links: 'active applications | milestones | history | graphs | prospective colleges | comparison | event registrations'. On the left sidebar, there are navigation links for 'send a message', 'college compare', 'college match', 'college search', 'add scholarships', 'scholarship match', 'add journal entry', 'add document', 'family connection', 'print folder', 'delete student', and 'make inactive'. Below these is a 'Change Student' section with a dropdown menu and a 'Go' button. The main content area is a table with columns: College, Delivery Type, Office Status, Student Status, Common App Status, Type, WL, DF, Interest, Expect, and Result. The table lists 15 colleges, all with 'Pending' office status and 'Unknown' results. Below the table is a 'Select apps and:' dropdown menu and a 'Go' button. At the bottom, there is a 'Set Attending College:' dropdown menu set to 'N/A' and an 'Update' button.

College	Delivery Type	Office Status	Student Status	Common App Status	Type	WL	DF	Interest	Expect	Result
<input type="checkbox"/> Baruch Coll Macaulay Honor's College		Pending	-	N/A	ROLL			High		Unknown
<input type="checkbox"/> Boston Univ College of Arts and Sciences		Pending	-	Not in list	RD			Medium		Unknown
<input type="checkbox"/> City Coll of NY Macaulay Honors College		Pending	-	N/A	ROLL			High		Unknown
<input type="checkbox"/> Cornell Univ School of I&LR		Pending	-	Not in list	RD			High		Unknown
<input type="checkbox"/> U of Delaware		Pending	-	Not in list	PRI			High		Unknown
<input type="checkbox"/> Georgetown Univ Georgetown College		Pending	-	N/A	RD			High		Unknown
<input type="checkbox"/> CUNY Hunter Coll Macaulay Honor's College		Pending	-	N/A	ROLL			High		Unknown
<input type="checkbox"/> Macaulay Honors Coll Baruch College		Pending	-	N/A	RD			High		Unknown
<input type="checkbox"/> UMD College Park College of Arts & Humanities		Pending	-	N/A	PRI			Medium		Unknown
<input type="checkbox"/> Skidmore Coll		Pending	-	Not in list	RD			High		Unknown
<input type="checkbox"/> SUNY Oneonta		Pending	-	Not in list	RD			High		Unknown
<input type="checkbox"/> SUNY Oswego		Pending	-	Not in list	ROLL			Medium		Unknown
<input type="checkbox"/> U of Texas Austin College of Liberal Arts		Pending	-	N/A	RD			Medium		Unknown
<input type="checkbox"/> Tulane Univ		Pending	-	N/A	RD			High		Unknown
<input type="checkbox"/> Union Coll		Pending	-	Not in list	RD			High		Unknown



## HELPFUL HINTS FOR YOUR APPLICATION

1. **Print out** the application before filling it out online. This way, you can examine the entire application carefully, leaving less chance for error.
2. When filling out your application on-line, always **save your work** as you go!
3. **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. **Compose your personal statement/essay in advance**, save it as a text/word file, then copy and paste it into the appropriate boxes in the online application (Remember: never use any abbreviated or text messaging language).
5. Before sending out your application, **at least** one other person should **check it for mistakes**, especially with personal information such as your name, address, social security number and family information. Most importantly, he/she will be able to help catch any typos. Print out your completed application to check for errors, again, if possible.
6. Completing your application online and paying the application fee does not complete the application process. No application is complete until your counselor has sent the official HSAS transcript and supporting HSAS documentation. (Remember to **submit transcript request forms to the counselors as early as possible!** 😊)
7. **Send your standardized test scores** (SAT, SAT Subject, ACT scores) electronically via the test organization websites. Confirm with the testing center(s) that scores were sent.
8. Most colleges will let you know if you are missing any information. There is often a very long time lag between application submission, and completion of college files due to indexing and filing systems at colleges. **Wait at least 3-5 weeks after your application submission to check your application status to make sure the application is complete.**

Important Reminder: Your college list on Naviance and the Common Application **must match and be synchronized** in order for us to submit your HSAS documents.

### Sample: Naviance before it's been synchronized with the Common Application

The screenshot shows the Naviance Family Connection interface. The main heading is "family connection" with navigation tabs for "home", "colleges", "careers", "about me", and "my planner". A search bar for colleges is visible. The "colleges I'm applying to" section is highlighted, showing a "Common App Account Matching - Incomplete" warning. The warning text reads: "In order to match your Family Connection and Common App accounts, you need to do the following: Step 1 - Create a Common App account on Common App Online. Step 2 - Sign the CA FERPA Waiver & Authorization on Common App Online." Below this, there are input fields for "Common App Email Address" (with "Email used for Common App account" entered) and "Date of Birth" (with "08/16/1998" entered), and a "Match" button. A red "Not Needed" label is present. Below the warning, there are "Tips to successfully match accounts" and a table of colleges being applied to. The table has columns: College, Type, Applying via Common App?, Submissions Deadline, Office Status, My App, Results, Edit, Message, Communication, Graph, WWW. The table shows one entry: Champlain Coll, RD, Yes, 2/1/16, Pending, have.vsu, Unknown.

## EXTERNAL, SUPPLEMENTAL LETTERS OF RECOMMENDATION

Many students inquire about sending external recommendations to colleges on their behalf, usually from a coach, college professor or program leader. HSAS and Naviance will only manage a maximum of three letters of recommendation, (one counselor letter and 2 teacher letters). Students should carefully research the maximum number of recommendation letters accepted by a college. For instance, SUNY Binghamton and SUNY Buffalo will only accept one counselor and one teacher letter.

If your colleges accept multiple letters of recommendations the student must make an arrangement with the outside recommender to send the letter directly to the college admissions' s office via snail mail, or electronically through email. The recommender should have a professional email account associated with an organization or college. The college may not accept a letter from Gmail or yahoo (please confirm).

Any additional recommendation letters should NOT be requested from a third HSAS teacher, you may only use two HSAS teachers for your recommendations.

## STATE UNIVERSITY OF NEW YORK (SUNY) APPLICATIONS

All students should file a SUNY application, as **applying to a public, in-state institution is a cost effective choice – especially if you are considering a graduate degree.** SUNY 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 offering two-year degrees.

### General Information for SUNY Applications:

**Many SUNY applications are accepted on a rolling admissions basis.** This means that applications are read as they are received, and admissions decisions are rendered and mailed to students on a *rolling decision basis*.

Therefore, it is important to research the SUNY campuses early and *file the online application as soon as possible.*

The SUNY application at: <http://www.suny.edu/> takes only 10-15 minutes to fill out, and is the entry point to the process. Many SUNY campuses have application supplements. Once the initial application is filed, the student will be contacted regarding which supplements need to be submitted. (Supplements can also be downloaded from the SUNY website and the individual campus websites.)

### The SUNY Application or The Common Application? How to decide which to use?

Many SUNY campuses use The Common Application, giving applicants the option of either the SUNY or the Common Application. Points to consider:

- Some students find it easier and faster to use the SUNY application, and then download the supplements.
- Some students prefer the Common Application because most other colleges use it.
- Whichever you choose, you **MUST** indicate which application was used on Transcript Request Forms. If you change your mind after you handed in your form, please tell your counselor ASAP!

## CITY UNIVERSITY OF NEW YORK (CUNY) APPLICATIONS

All students should file a CUNY application, as applying to a **public, in-state institution is a cost effective choice** – especially if you are considering a graduate degree. Except for **Macaulay Honors College** (see below), CUNY accepts applications on a **rolling admissions** basis. Applications received **after February 1** will be **considered on a space-available basis**. This means that applications are read as they are received, and admissions decisions are rendered and mailed to students on a *rolling decision basis*. The admission review typically takes approximately **8-10 weeks** from the time the application is complete. CUNY applicants are responsible for tracking their application status online.

### Macaulay Honors College (CUNY):

- Applications are filed exclusively online. Students may apply to up to six partner colleges on the Macaulay application, and colleges **must be listed in rank order** by applicants. Counselors mail/email supporting documentation to CUNY. Admission to Macaulay Honors College is highly competitive. SAT/ACT, high school grades, essays, and recommendations **are required** to be considered for admission.
- Students may apply to both Macaulay Honors College and to Sophie Davis School of Biomedical Education, but may only enroll in one program.
- All application documentation for Macaulay Honors must be postmarked by **December 1**. (*Green transcript requests forms for Macaulay are due to your counselor by Friday November 18, 2016*)
- Macaulay Honors College has a **two-step notification process**. Students will be notified of their admission as a general freshman first around **February 1**. On approximately **March 15**, students will be notified of the admission decision into Macaulay Honors College but for only one of the colleges listed on their application.

### General Information for CUNY Applications:

- Students create a portal account at [www.cuny.edu/undergraduate](http://www.cuny.edu/undergraduate)
- Once an account has been created, select General Freshman Admission *or* Macaulay Honors College.
- NYC students must provide their OSIS# (*The 9 digit # next to your name on all transcripts and report cards*).
- Students can select up to 6 campuses in **preferred rank order**. Students will receive a response from all 6 colleges.
- For students who select Macaulay Honors College, only those campuses will appear in the drop-down menu. You may select up to **six** campus choices for the Macaulay Honors program. Make sure you **rank order** your choices in order of preference.
- Students may submit payment for the application (\$65) at the time their application is complete, or they may pay later. There is an option to mail a check, money order or fee waiver to the application processing center (please see below). **The CUNY application is not complete until some form of payment has been indicated.**
- **Selective Programs:** Programs such as the BA-MD at Brooklyn College, the Sophie Davis School of Biomedical Education, the Bernard and Anne Spitzer School of Architecture Program, and the Grove School of Engineering program at The City College of New York require a supplemental application [www.cuny.edu/deadlines](http://www.cuny.edu/deadlines)
- Some colleges and programs strongly recommend or require the submission of a specific supplemental essay and/or statement, Baruch and Hunter specifically.  
<http://www2.cuny.edu/admissions/undergraduate/prepare/essays/#1440016872047-338414fb-8a4b>

### HSAS CUNY Application Procedures

- Students applying to any of the CUNY programs submit **only one** HSAS (*Green*) CUNY Transcript Request form listing *all* CUNY choices. **Macaulay green transcript requests Due Friday Nov. 18, 2016. General CUNY green transcript requests due Tuesday November 29, 2016.**
- When you complete your application, and indicate a form of payment, please print out the following, and submit the documents with your transcript request forms.
  1. CUNY Document Return Receipt Form (see attached sample, next page)
  2. Application Fee Form (only if you qualify for a CUNY fee waiver)

### **Keep a PDF version of completed application (for your records)**

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

# Document Return Receipt

**Instructions:** Print and mail this receipt along with any supporting documents required to complete your application. When possible, send all documents together in a single envelope. Please remember to affix proper postage. Mail your materials in a sealed envelope to the following address.

General Freshman Admission  
CUNYUAPC  
P.O. Box 350136  
Brooklyn, New York 11235 0001

Please do not include a copy of your application with this document.

Check all the items included with this receipt.

### Students Educated Within the United States

- GED (Test Scores & Diploma)
- SAT or ACT Score Report
- Other \_\_\_\_\_

### Students Educated Outside the United States

- Secondary School Transcript(s)
- TOEFL Score Report
- Translation(s) of Academic Record(s)
- Other \_\_\_\_\_

### Student Information

*Your Information*

Application Control Number: W0009259548 (F)

*your own number!*

SAMPLE

This form must be submitted with your *green* CUNY HSAS form.  
Please finalize your list and indicate the form of payment for your CUNY application to print this form.  
We cannot submit HSAS documents without it.

---

## FEE WAIVERS

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### College Applications including The Common Application:

For economically disadvantaged students, fee waivers are available. Generally, the requirement to qualify for a fee waiver is based on the **completion and submission of the annual lunch form** found on the HSAS or DOE web site. Students whose families are on public assistance automatically qualify for all fee waivers. If you qualify for a fee waiver it can be indicated on The Common Application, counselors must verify that in a check box on Naviance before sending your documentation.

### CUNY Fee Waivers:

CUNY accepts only *their own* fee waiver, and distributes them to schools on a *very limited* basis. Students must meet CUNY income criteria to be eligible. HSAS distributes CUNY fee waivers on *first-come first-served basis* as there are more students eligible for a fee waiver than fee waivers available. Students must complete the online CUNY application, attach the document receipt and application fee return receipt forms, and meet the income guidelines in order to receive a CUNY fee waiver. If, at the time of submission, no fee waivers are left, families must pay for the application.

### SUNY Fee Waivers:

SUNY has their own fee waivers, which are obtained from the guidance counselors, or online. Qualified students can apply to a **maximum of four** SUNY campuses with a SUNY fee waiver. Income guidelines are printed on the fee waiver and are similar to those for the school lunch form. A student who uses a SUNY fee waiver, but is found to be ineligible will be billed for the application fees at a later date.

### College Board Fee Waivers:

Students who use a fee waiver for SAT exam(s) are eligible for a maximum of **four** College Board fee waivers. The colleges must participate in this program. A list of those colleges can be found online. Counselors have fee waivers in the office, students fill out and send 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 found and completed electronically on the Common Application website. Please check all income guidelines to ensure you qualify. If using a paper copy, these and all fee waivers must be signed by a guidance counselor. If you request an on-line fee waiver, the counselors verify your eligibility on Naviance. Not all colleges accept the NACAC fee waivers (but Common Application colleges do). It is the student's responsibility to check if a prospective college participates. If paper forms are used, students are responsible for sending them, once signed, directly to the college admissions office.

### Counselor Verification Letter for a Fee Waiver:

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

### Financial Aid Advice/Guidance

- Apply for Financial Aid by the stated deadlines - usually February 1 (may change for the class of 2017).
- Be aware if the college requires the CSS Profile in addition to the FAFSA.  
<https://profileonline.collegeboard.org/prf/PXRemotePartInstitutionServlet/PXRemotePartInstitutionServlet.srv>
- IMMEDIATELY respond to colleges for any requested financial aid information. Delays can compromise your financial aid package significantly.
- On *all college websites*, visit each "Net Price Calculator" available in the financial aid section to determine your estimated cost of attendance. ***Each college's cost of attendance will be different.***
- Attend HSAS **Financial Aid night** in October/November

Understand how scholarships, grants, awards can impact your financial aid package

## ----- MID-YEAR REPORTS -----

- Many colleges will require mid-year grades be sent directly from the high school. It is the student's responsibility to know which colleges require submission of mid-year grades. The Common Application also supplies this information.
- Mid-year request forms are due to counselors Friday January 20, 2017, *before you know your grades*. Counselors must organize and be ready to send the transcripts when available after February 1st.
- Any questionable mid-year grades will be reviewed with the student before they are sent to colleges.
- Mid-year grades will not be available for 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*.
- For students who used The Common Application, SUNY application, or have applied to a college that accepts electronic submissions all mid-year reports will be submitted electronically,

## ----- STAYING ORGANIZED -----

- Create an organizational system using folders or binders for all your college information.
- Create an easily accessible check list or spreadsheet of deadlines and things to do.
- Have a weekly or monthly family meeting to check in and discuss your status.
- Make a copy of all your financial aid and college application documents.
- Keep extra computer printer ink and printer paper to print and keep copies of each document sent to colleges.
- Keep a supply of #10 postage envelopes and stamps: on a rare occasion we may ask students for a stamped envelope. This will be on a case-by-case basis. 95% of all documents will be submitted online. Below is a sample of a correctly addressed 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	

## ----- IMPORTANT TO KNOW -----

### College Bulletins

Beginning in August/September, students will receive, via email, a monthly college bulletin that serves as an addendum/supplement to this handbook, as updates occur. Bulletins are also posted on the HSAS college/guidance web site.

### Student Mailboxes

All seniors have a senior year mailbox for counselors and teachers to leave correspondence, announcements, and receipts for transcripts that have been sent by the college office. **Students:** *Please do not leave ANY college application material for counselors in ANY mailboxes.* We must be sure paper is handled properly to avoid potential problems. Transcript requests will not be accepted unless they **are handed directly** to your counselor.

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## STUDENT RESPONSIBILITIES

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- Hand in HSAS forms and documents to your counselor *on or before deadlines!*
- Be familiar with the *website for each college* to which you are applying. It is the student's responsibility to adhere to all application deadlines because *deadlines vary*. All completed applications must be submitted by the student to the college/university on time.
- **Regularly update your Naviance account.**
- Synchronize and update Naviance and the Common Application.
- Ask for teacher recommendations as explained previously.
- Request **test scores from the testing service** be **sent directly to the college/university**, *as required by the college*: SAT, SAT Subject test, ([www.CollegeBoard.com](http://www.CollegeBoard.com)) and/or ACT ([www.ACT.org](http://www.ACT.org)). **Students must arrange to send test scores to colleges once tests are completed and the college list is finalized. Don't delay sending test scores!** Both College Board and ACT offer score choice as an option. Upon written request, *via email to their counselor*, SAT and/or ACT test scores will be sent attached to transcripts for *students who receive free or reduced price lunch*. In these cases, all test scores will be sent. **We cannot offer score choice.**
- Provide your counselor with the appropriate-color **Transcript Request Forms**: CUNY (**green**), SUNY rolling and all other colleges (**pink**), Early Action/Early Decision Nov. - Dec 1 (or any unusual early deadlines) (**purple**) obtained from counselors and on-line. **Correct college deadlines must be indicated on the forms.** The **green** CUNY Transcript Request Form allows six college choices (including Macaulay Honors), which corresponds with the CUNY application. All campus choices should be listed on one CUNY form in rank order.
- **Complete the FERPA (Family Educational Rights and Privacy Act) form** on their Common Application account and on Naviance (sample on page 9). Until that is completed, no HSAS documents can be sent to colleges.
- Be aware of each college's policy for mid-year grades and be ready to have them sent from HSAS.

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## COUNSELOR RESPONSIBILITIES

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- Assist in refining college application choices.
- Help with essays and personal statements if time allows.
- Collect signed parent waiver allowing HSAS to send materials to colleges.
- Review student transcripts and assist with updates as necessary.
- Collect accurately completed Transcript Request Forms (**purple, green, pink**) for each college application. Students: please don't give counselors copies of the Common Application SSR forms.
- Electronically verify Early Decision Agreements and fee waivers where applicable.
- Compose and send counselor recommendation letters and SSR Forms to colleges. Provide official copy of transcript, updated school profile, and teacher letters of recommendation. Send all information in a timely manner.
- Send 1<sup>st</sup> quarter report cards to colleges for ED/EA candidates, as requested (no request (form) needed).
- Send Mid-year grades, where required.
- Maintain, manage, and update Naviance data.
- Provide students with receipts for submitted documents.
- Send a final transcript to ONE college at the conclusion of the school year.



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## HANDLING A COLLEGE DEFERRAL

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Students applying ED or EA will be admitted, denied, or deferred. Being deferred generally means an application will be considered *with the regular application pool*. It means the college was sufficiently impressed with your credentials to give your application a second chance. And, the ED/EA contract is no longer binding, so you are free to apply to other colleges. Remain positive and follow the following helpful tips:

**Contact the admissions office to seek advice:** Keep up your grades, since the school may give your fall semester grades serious consideration. Submit your mid-year grades. Be prepared to provide additional information to further support your application.

**Submit a well-written letter of intent to the school:** Submit your reaffirmation of serious intent stating you will attend if accepted (if possible). Add any additional information that might advance your candidacy like new awards or activities or leadership roles you have assumed.

**Touch base with your interviewer:** Let your interviewer know you were deferred and ask for suggestions. They may even be willing to send an email or note to the college in your favor. If you haven't interviewed previously, set up an interview to further demonstrate your interest.

**Consider additional letters of recommendation:** Consider submitting an additional recommendation that can provide new and additional information about your strengths or new developments or progress – from a Lehman College professor, an outside work supervisor.

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## FINAL TIPS

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- **HSAS In-House Forms:** Paper forms are available at various locations throughout HSAS
  - Early Decision/Early Action/Priority Deadlines/QuestBridge/POSSE Transcript Request Form (purple)
  - CUNY Transcript Request/Receipt Form (Green)
  - Common Application College Transcript Request/Receipt Form (Pink)
  - Mid-year report form
  - Teacher Letter of Recommendation Request form (light blue)
- Applying to more than 14 colleges can be excessive and make your final college decision difficult. So please do your research carefully!
- **Review your social media accounts!** Remember, colleges have access to Facebook, Twitter, Instagram and the like. Make sure everything you post is appropriate!
- **Don't forget to send your SAT/SAT Subject tests/ACT results to your colleges:** Go to [www.collegeboard.com](http://www.collegeboard.com) for the SAT's and SAT Subject Tests and [www.actstudent.org](http://www.actstudent.org) for ACT's.
- Please do not leave ANY college application material for counselors in student or counselor mailboxes. We must be sure paper is handled properly to avoid potential problems. Transcript requests *will not* be accepted unless they are **handed directly** to your counselor.

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## ADDITIONAL RESOURCES

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- **ACT:** [www.actstudent.org](http://www.actstudent.org) or 319-337-1270
- **College Board:** [www.collegeboard.com](http://www.collegeboard.com) or 866-756-7346. Services for Students with Disabilities 609-771-7137
- **CSS Profile:** <https://student.collegeboard.org/css-financial-aid-profile>
- **FAFSA (Free Application for Federal Student Aid):** [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- **NCAA Clearinghouse:** [www.naaclearinghouse.net](http://www.naaclearinghouse.net) or <http://eligibilitycenter.org>.
- **SAT/ACT Test Optional Colleges and Universities:** [www.fairtest.org](http://www.fairtest.org)



(PURPLE)



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

TRANSCRIPT REQUEST/RECEIPT FOR  
**EARLY DECISION/EARLY ACTION/PRIORITY/POSSE/QUESTBRIDGE APPLICATIONS**  
NOVEMBER 1 - DECEMBER ONLY (ANY UNUSUAL EARLY DEADLINES)

**STUDENTS:** Use this Transcript Request/Receipt Form for ANY Early Decision/Early Action Applications Only (including SUNY/POSSE/QuestBridge/ PRIORITY).

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

\_\_\_\_\_  
(NAME OF COLLEGE/UNIVERSITY)

**Circle one:** Early Action    Early Decision I/Early Decision II    Restricted Early Action    Special Program/Priority

\_\_\_\_\_  
Date sent (for counselor)

\_\_\_\_\_  
ADMISSION DEADLINE

DID YOU USE THE COMMON APPLICATION? (PLEASE CHECK)

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

DID YOU USE THE COLLEGE'S OWN APPLICATION? (PLEASE CHECK)

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

Before your transcript can be sent, you need to do the following:

1. Make sure your Naviance account is activated and your email address is accurate and one you check often.
2. The name of the college listed above is listed in: "the colleges I am applying to" on Naviance. Enter the type of application you are submitting.
3. Complete the Privacy Notice (FERPA agreement) found on your Common Application Account. Match Common App and Naviance.

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

(GREEN)



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

TRANSCRIPT REQUEST/RECEIPT FOR CUNY SCHOOLS INCLUDING  
MACAULAY HONORS

**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 for one application fee. You will receive the receipt below as soon as your transcripts and school documents are sent.

\_\_\_\_\_  
Student's Last Name First Name

Macaulay application: YES NO circle one \_\_\_\_\_  
Date Submitted to Counselor

Please rank in order of preference!

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_ 6. \_\_\_\_\_

DATE SENT: \_\_\_\_\_ (For Counselor)

(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 SCHOOL DOCUMENTS 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)

(PINK)



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

**TRANSCRIPT REQUEST/RECEIPT FOR COMMON APPLICATION/SUNY AND  
PRIVATE/OUT-OF-STATE SCHOOLS**

**STUDENTS:** Use this Transcript Request/Receipt Form for ALL COLLEGES excluding CUNY and EA/ED (Nov 1 -Dec or any unusual early deadlines)

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Date Submitted to Counselor)

**PLEASE FORWARD MY TRANSCRIPT TO:**

\_\_\_\_\_  
(NAME OF COLLEGE/UNIVERSITY)

\_\_\_\_\_  
DATE SENT BY COUNSELOR (for Counselor)

\_\_\_\_\_  
(ADMISSION DEADLINE)

Please check one:  Early Decision/ED II (Jan 1 and after)  
 Rolling or Priority  Regular Decision

Please check one:  College is on the Common Application and I used The Common Application  
 I DID NOT use The Common Application  
 College is a SUNY and I used the SUNY application

Before your transcript can be sent, you need to do the following:

1. Make sure your Naviance account is activated and your email address is accurate and one you check often
2. The name of the college listed above is listed in: "the colleges I am applying to" on Naviance. Enter the type of application you are submitting.
3. Complete the Privacy Notice (FERPA agreement) found on your Common Application Account. Match Common App and Naviance.

**RECEIPT FOR TRANSCRIPT SENT ELECTRONICALLY**

**STUDENT:** Please fill in your name and name of school you are applying to in the spaces below. 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

Mid-Year Report Form

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Please list the colleges to which your mid-year grades should be sent. **ONLY** list the colleges where you want the mid-year report sent. Most Mid-year reports will be submitted electronically.

This form is due Friday January 20, 2017

<u>COMMON APP USED</u>	<u>COMMON APP Cont.</u>	<u>SUNY/OTHER APP USED</u>
1	13	1
2	14	2
3	15	3
4	16	4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12

PLEASE USE THE BACK OF THIS FORM If NEEDED.

\*\*\*CUNY colleges do not require Mid-Year reports, including Macaulay Honors.

\_\_\_\_\_  
 Date e-mailed/mailed by counselor

\_\_\_\_\_  
 Date submitted to counselor



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

Teacher Letter of Recommendation Request Form

**Student:** Most recommendations will be sent electronically. If necessary attach stamped envelopes for colleges. Complete this entire form except for your teacher's signature and date at the bottom. (If applying ED/EA Nov. 1 this form must be submitted to the teacher 4-5 weeks prior to that date.) Please use the back if needed.

-----  
(Recommending Teacher's Name) (Student's Name)

-----  
(Student's overall GPA) (Student's Date of Birth)

College Information

College Names & Deadlines (can be updated later):

-----  
-----  
-----  
-----

College Names & Deadlines (can be updated later):

-----  
-----  
-----  
-----

List courses taken and grade received with teacher from whom you are requesting a recommendation. Please use only one form per teacher.

Courses taken and grade in course: \_\_\_\_\_  
Date request submitted to teacher \_\_\_\_\_

\_\_\_\_ 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 if the institution at which I'm enrolling saves it after I matriculate.

-----  
Student's Signature Date

(Receipt to be returned to student mailbox upon mailing)

I \_\_\_\_\_ have requested that my  
(Student's Name)

Teacher, \_\_\_\_\_ write a letter of recommendation on my behalf.  
(Teacher's Name)

-----  
(Teacher's Signature)

*The Recommendation will be sent/mailed by the teacher/counselor directly to the college.*



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

[www.hsas-lehman.org](http://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, 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 statements:

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

-----  
Yes

-----  
No

2. 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.