



Oakcrest High School Guidance

“The College Application Process” Your Step-By-Step Guide

If you have any questions at any time please see your counselor ASAP.

1. Complete the **Release of Records** Form. When your parent signed in to Genesis at the beginning of the year they were prompted to fill out a release of records form. The form needs to be signed by a parent if you are not 18. This allows Oakcrest Guidance to send your transcripts to colleges and scholarship opportunities. See Mrs. Giberson in guidance to verify this form has been completed.
2. Request your Letters of Recommendations:
 - Complete the **Student Profile** available in guidance and at www.oakcrest.net or develop a resume using Naviance.
 - Meet with your favorite teachers, in-person, to request a recommendation letter. Always give a copy of your Student Profile or resume when requesting a letter from a teacher.
 - Log into Naviance, select the “Colleges” tab, under “Apply to Colleges” select “Letters of Recommendation” link.
 - Click “Add Request” Select the teachers who you asked to write you a letter.
 - Select “all” for colleges (unless a teacher is writing a letter for a specific college.)
 - Add a note showing your appreciation as well as giving the date you are planning to process your application.
 - Click “Submit Request”. Your teacher will receive a reminder e-mail to write your letter with the note you typed.Selecting your teachers in Naviance, allows them to upload your letter of recommendation to your Naviance account.
3. Complete and submit your college application. You may choose to use the Common App (your best choice whenever available), a college’s on-line application, or a hard copy application by US Mail. Submitting your application includes your general information, any supplemental forms (many of your more selective schools have these), your final essay and fee where applicable. **Again, submitting all of this information is your responsibility.**
4. If using the Common Application go to www.commonapp.org and register for a free username and password.
5. Next, log into your Naviance account via the OHS Web page www.oakcrest.net. Log-in then click on the “colleges” tab and start at “colleges I am thinking about”. Make sure this list is populated with the colleges you are considering. When you choose to apply to any college, move these specific colleges to the “Colleges I am applying to” list by checking the box next to the college and clicking on “Move to Application List”. If you are applying via *The Common Application*, you need to complete the Common App “Match Accounts.” Lastly, once your application is submitted, update the unknown status under the “Application” heading. Select “Have you applied ?” then select “I’ve submitted my application” and update all relevant question, then click on “Save College Application”. These are critical steps as Naviance is the tool through which your counselor will send your important supporting documents. **Please note that your application at this point is NOT Complete.**
6. Complete an **Oakcrest High School Guidance Transcript Request Form** and hand deliver this important form to your Guidance Counselor. This **Transcript Request Form** will initiate a face-to-face meeting with your counselor to finalize your application. **Please note that until this meeting takes place your application is still NOT Complete.**
7. Have a face-to-face meeting with your Counselor to review and complete your college application process. At this meeting review:
 - **STUDENT Responsibilities** which include... Steps 1-6 above.
 - **SCHOOL Responsibilities** which include... submitting your supporting documents, Official Transcript, Secondary School Report Forms, Counselor Written Evaluations (where applicable), Teacher Recommendation Forms and Recommendation Letters (where applicable).**Your Application is now COMPLETE.** Congratulations.
8. Remember to submit the Financial Aid Federal Document called the **FAFSA**, (Free Application for Federal Student Aid) **after October 1st, 2018**. This document needs to be submitted on-line at www.fafsa.gov and requires your parent’s income information. The New Jersey Higher Education Student Assistance Authority can help you with any questions regarding the FAFSA, go to www.hesaa.org for assistance.
9. Local Scholarships are now available on your Naviance account. Check which scholarships are in line with your credentials and apply! Remember, you must apply to earn local scholarships. Information regarding scholarship application dates and deadlines are available on Naviance. National Scholarships can also be found through your Naviance account or at www.cappex.com, www.scholarships.com or www.fastweb.com simply enter your profile and these sites will send you an email with any scholarship match. Be sure to apply in a timely fashion! Good Luck.