

# Holy Cross High School College Application Procedure

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**Common Application** and **Naviance Student** are used together to form a very powerful and easy-to-use college research and application system. The following procedure is **REQUIRED** by all students in order to process college applications.

**\*Step 1 and Step 2** will be completed in the spring of junior year in a group college counseling session with the Guidance Department.

## 1) **REGISTER WITH THE COMMON APPLICATION**

- a) Go to [www.commonapp.org](http://www.commonapp.org)
- b) Select **Apply Now** then **Create an Account**.
- c) Select **Student** then enter a username and password. You **MUST** use your **Holy Cross Gmail** as your **username** to set up the account.
- d) Follow the prompts to enter your name, address, telephone # and date of birth. Make sure you select that you will be applying as a **FIRST YEAR STUDENT** and enter the year you plan to start college. Check the boxes on the right hand side of the page then select **CREATE**.
- e) Go to the **COMMON APP** tab then select **Education**. Add Holy Cross High School as your attending high school by entering the **CEEB code: 331927**. Then enter the date you started at Holy Cross, answer **No** to the question, "Is this a boarding school?" and enter the date of your anticipated graduation.
- f) Go to the **College Search** section and add at least one college to your list (even if you are unsure of your final college list).
- g) Go to the **My Colleges** section then click on **RECOMMENDERS AND FERPA** then **Release Authorization**. Check the box indicating that you read and understood the FERPA and select continue. Then check the boxes indicating that you authorize every school, that you waive your rights and that you understand. Then type your name and select **SAVE**.

**\*Note:** Always use the Common Application when possible, including SUNY schools. Schools that are listed in your Common Application account will be automatically added to Naviance Student once the Common Application matching process is complete. For those colleges that do not use the Common Application (e.g., CUNY schools), make sure to add these individually into your **Colleges I'm Applying to** list in Naviance Student (refer to step 6).

## 2) **REGISTER WITH NAVIANCE STUDENT**

- a) Go to the **Holy Cross website** and select **Academics**, then **Guidance** then **College Information**. Then select **Naviance Student** (OR go directly to <https://student.naviance.com/holycrosshi>) then enter your username and password. You should now be on the Holy Cross Naviance Student Welcome Page. If you forgot the password, see your counselor for your code.

## 3) **COMPLETE YOUR RESUME**

- a) In Naviance Student, go to the **About Me** tab then click on **My Stuff** and select **Resume**. Use the red plus sign to add activities, athletics, awards, etc., to the **Resume**. This will be viewed by teachers and your counselor, but **NOT** sent to colleges.

## 4) **MATCH YOUR COMMON APPLICATION WITH NAVIANCE STUDENT AFTER SEPTEMBER 1<sup>ST</sup> OF SENIOR YEAR**

- a) Log into Naviance Student go to the **Colleges** tab and select **Colleges I'm applying to**.
- b) Click on the **Match Accounts** tab on the top right hand side of the page.
- c) Enter your Holy Cross Gmail that you used to create your Common Application account.
- d) Confirm your date of birth and click **Match Accounts**. Now your Naviance Student and Common Application accounts are linked.

## 5) **REQUEST LETTERS OF RECOMMENDATION**

- a) Please ask the teacher/counselor/administrator **IN PERSON first**, if s/he would write a letter of recommendation for you.
- b) Once the recommender agrees to write a letter, in Naviance Student click on **Colleges I'm Applying to** then scroll down and select **Letters of Recommendation Section**.
- c) Click **Add Request**, and then select the teacher from the drop down menu.
- d) Select **all current and future colleges**, unless the recommendation is for a *specific* college.
- e) It is suggested that you write a personal note to the teacher in the box below.
- f) Click the **Submit Request** button at the bottom of the page or your request **WILL NOT** be sent.
- g) Repeat Steps 2 through 6 to request a recommendation from an additional teacher.

*\*Any student requesting letters of recommendation from persons outside of Holy Cross (ex. coaches, mentors, supervisors or professors from precollege programs) MUST invite the individual(s) through their Common Application in the "Recommenders" section. The person will then receive a request and link from Common Application where they will be able to directly upload their letter of recommendation.*

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## 6) MANAGE AND UPDATE YOUR LIST OF COLLEGES IN NAVIANCE STUDENT AS YOU APPLY TO THEM

- a) In *Naviance Student* click on **Colleges I'm Applying To** and make sure that all of your colleges are listed. If you used the Common Application, your colleges will automatically be updated here.
- b) For non-Common Application colleges, you must manually add the colleges to your list by selecting the red plus sign on the top right hand side of the page and type the name of the college you wish to add.
- c) Choose the **Application Type** – RD-regular decision, ED-early decision (binding), EA-early action, R-rolling.
- d) Indicate how you will **submit your application** – Common Application or directly to the institution.
- e) Check the box **I have Submitted My Application** for each school *after you have completed the application*.
- f) Select **Add and Request Transcript**.

## 7) REVIEW AND SUBMIT YOUR COLLEGE APPLICATIONS

- a) For Common Application schools: Make sure to complete all sections under **Common Application**, including activities and essay. Then for each college, complete the **Questions** section. When completed, be sure to **Review and Submit** and pay the application fee for each school you have applied to.
- b) For CUNY applications: Make sure to complete all sections of the CUNY application (<http://www2.cuny.edu/>). Then be sure to submit and pay the application fee, print the application summary and bring the **CUNY High School Transcript Request Form** to your counselor.
- c) For non-Common Application and non-CUNY applications, make sure to carefully follow the individual college application steps for submission and payments.

## 8) REQUEST YOUR OFFICIAL HIGH SCHOOL TRANSCRIPTS & OTHER SCHOOL DOCUMENTS

*All students MUST complete the following steps in order for their Holy Cross documents (transcripts, recommendation letters, school profile, common application teacher/counselor forms, etc.) to be sent to colleges.*

- a) Submit the **Holy Cross Application and Transcript Processing Form** with a **\$5.00 Fee** to your counselor. This form can be found on the Holy Cross website. One form must be submitted for each college application, except that as many as six CUNY schools can go on one single form for only \$5.00.
- b) Later in January, some schools may request the *mid-year transcript*. For those schools, you will need to submit the **Mid-Year Request Form** to your counselor. (There is NO fee to process this form).

## 9) SUBMIT STANDARDIZED TEST SCORE REPORTS (this is the student's responsibility, Holy Cross does NOT submit test scores)

1. Go to [www.collegeboard.org](http://www.collegeboard.org) to send SAT scores directly to the colleges you have applied to.
  - a. Note: For CUNY schools, send scores to the CUNY UAPC (Application Processing Center) by entering their school code - **2950**.
2. Go to [www.actstudent.org](http://www.actstudent.org) to send ACT scores directly to the colleges you have applied to.

### **\*\* ATTENTION HOLY CROSS ATHLETES**

1. *Students planning to participate in Division I or Division II college athletics must register on the NCAA website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org))*
2. *You must send your SAT and/or ACT scores directly to the Eligibility Center. This is done by entering the NCAA code 9999 on the appropriate test registration form or through the College Board website or the ACT website.*

### **Important information:**

School address:

Holy Cross High School  
26-20 Francis Lewis Boulevard  
Flushing, NY 11358

Holy Cross **CEEB Code:** 331927

Guidance Telephone: 718-886-7250

Guidance Counselor Emails:

Mrs. Kelleher: [mkelleher@myhchs.org](mailto:mkelleher@myhchs.org)

Mr. Manta: [amanta@myhchs.org](mailto:amanta@myhchs.org)

Mrs. Prete: [cprete@myhchs.org](mailto:cprete@myhchs.org)