

HCHS College Application Procedure

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

1) REGISTER WITH NAVIANCE

- a) Go to the **Holy Cross website** and select **Academics**, then **Guidance**. Then select **Naviance** and enter your username (Holy Cross gmail) and Naviance password. You should now be on the Holy Cross Naviance Welcome Page.

2) REGISTER WITH THE COMMON APPLICATION

- a) Open up a new tab. Go to www.commonapp.org
- b) Select **Start Your Application**.
- c) Select **First Year Student** then create your account. You MUST use your **Holy Cross Gmail** as your **username** to set up the account then create your own unique password.
- d) Enter your name, address, telephone # and date of birth. Make sure you select that you will be applying as a **FIRST YEAR STUDENT**.
- e) Choose the **COMMON APP** tab and complete the **Profile** and **Family** sections. Make sure you answer all questions. Then select **Education**. Click on **Find School** and ADD Holy Cross by entering the **CEEB code: 331927** and click continue. Enter the date you started at Holy Cross, answer No to the question, "Is this a boarding school?" and answer Yes to the question, "Will you graduate?" and then enter the date of your anticipated graduation (June). Check the box for No change in progression and click continue.
- f) Go to the **College Search** tab and add each individual college.

***Note:** Use the Common Application for all colleges, including SUNY. Colleges that are listed in your Common Application will be automatically added to your Naviance Student once the matching process is complete. For those colleges that do not use the Common Application (i.e., CUNY), make sure to add these individually into your **Colleges I'm Applying to List** in Naviance Student (refer to step 6).

3) MATCH YOUR COMMON APPLICATION WITH NAVIANCE

- a) In your Common Application www.commonapp.org
- b) Go to the **My Colleges** section, click on a college, then click **RECOMMENDERS AND FERPA** then **Complete Release Authorization**. Check the box indicating that you read and understood the FERPA and 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 and CLOSE**.
- c) **NEXT**, In Naviance, select **Colleges I'm applying to**.
- d) Click on the **Match Accounts** tab on the top right hand side of the page.
- e) Enter your Common Application username (Holy Cross Gmail) and password. Click on the "I agree" box and Connect. Now your Naviance and Common Application accounts are successfully linked.

4) COMPLETE YOUR RESUME

- a) In Naviance, go to the **About Me** tab (upper right corner) and select **Resume**. Use the red plus sign to add activities, athletics, awards, etc., to your **Resume**. This will be viewed by teachers and your counselor, but **NOT** sent to colleges.

5) REQUEST LETTERS OF RECOMMENDATION

- a) Please ask the teacher(s) **IN PERSON first**, if s/he would write a letter of recommendation for you.
- b) Once the teacher agrees to write a letter, in Naviance click on **Colleges** and select **Letters of Recommendation**.
- c) Click **Add Request**, and then select the teacher from the drop down menu.
- d) Click the **Select All** box (This is very important!)
- 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 the above steps to request a recommendation from an additional teacher.

***Any student requesting letters of recommendation from persons outside of Holy Cross (i.e. coaches, mentors, supervisors or professors from precollege programs) MUST invite the individual(s) through their Common Application in the "Recommenders and FERPA" 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

- a) In Naviance, click on **Colleges** tab and then **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.
- b) For Non-Common Application colleges, you **MUST** manually add the colleges to your Naviance list by selecting the (+) red plus sign on the top right side of the page. If you submitted a CUNY application – List all CUNY colleges separately and ADD - The City University of NY- CUNY.
- c) Choose the **Application Type** – RD-regular decision, ED-early decision (binding), EA-early action, R-rolling from drop menu.
- d) Indicate how you will **submit your application** – Common Application or Directly to the Institution.
- e) Select **Add Application**.

7) REVIEW AND SUBMIT YOUR COLLEGE APPLICATIONS

- a) For Common Application colleges: Make sure to complete all sections under **Common Application**, including Activities and Writing (upload essay). Next, complete **Questions** section for each college in the **My Colleges** tab. When done, **Review and Submit** with payment (college application fee).
- b) For CUNY applications: Make sure to complete all sections of the CUNY application (<https://www.cuny.edu/admissions/undergraduate/apply/cuny-application/>). Submit and pay the application fee, print the application summary and bring to your counselor.
- c) For Colleges that you are applying Non-Common App (Directly to the Institution), carefully follow the individual application steps for submission and payments.

8) REQUEST YOUR OFFICIAL HIGH SCHOOL TRANSCRIPTS

*****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 **HCHS Transcript Processing Form** with a **\$5.00 Fee per college** to your counselor. This form can be found on the Holy Cross website. Up to six colleges can be submitted on one form.
- b) Submit the **CUNY Transcript Processing Form** listing your six CUNY colleges in order of preference for only \$5.00.
- c) In January, some colleges may request the *Mid-Year Transcript*. For those schools, you will need to submit the **Mid-Year Request Form** to your counselor. This form can be found on the Holy Cross website (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 to send SAT scores directly to the colleges.
2. Go to www.actstudent.org to send ACT scores directly to the colleges.

**** 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)
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 ext. 571

Guidance Counselor Emails:
Mrs. Kelleher: mkelleher@myhchs.org
Mr. Manta: amanta@myhchs.org
Ms. Velocci: lvelocci@myhchs.org
Ms. Tate: mtate@myhchs.org