

# How to Begin the College Search & Application Process

**Counseling Office**

# Criteria for Picking a College

You can narrow down a list of potential colleges based on a number of different factors:

- Major/Program
- Location
- Cost
- Enrollment Size
- Athletics
- Family/Friend Connections
- Institution Type (Private vs Public)
- Campus Setting (Urban, Suburban or Rural)
- Ranking

**What ultimately matters is choosing the right fit for YOU!**

# Websites to Explore

- [www.princetonreview.com](http://www.princetonreview.com) (Admissions»» College »» Find Colleges)
- [www.petersons.com](http://www.petersons.com) (Find »» Colleges)
- [www.niche.com](http://www.niche.com) (Colleges)

You are able to create a profile on all of these sites in order to save your results/schools that you want to learn more about!

# Where to Find Information about Specific Colleges

- Type that college name in to google and go directly to the college or university's website. Most will have a tab that says "About" where you can get a general overview of the school.
- [Suny.edu](http://Suny.edu)» This is the collection of 64 public colleges/universities within New York State. If you are a NYS resident, these college tuition bills are less money compared to a private college/university.
- Use the resources in the counseling office!

# College Checklist on RCAN Website

## College Checklist

There's a lot to learn about going to college. A good place to start is here, where you can take it step by step. This page provides an overview of the whole process. You can start from the beginning or click on any of the menu items below:

- [Think about College](#)
- [Choose Colleges to Apply To](#)
- [Figure Out How to Pay for College](#)
- [Apply to College!](#)
- [Choose the Right College](#)

# EOP & HEOP

- SUNY EOP and private colleges' HEOP programs provides access, academic support and financial aid to students who show promise for succeeding in college
- Available to first-time, full-time, matriculated students, the program supports students throughout their college careers within the University.
- This year, all financial documents can be uploaded online!

[https://www.suny.edu/media/suny/content-assets/documents/summary-sheets/EOP\\_profile.pdf](https://www.suny.edu/media/suny/content-assets/documents/summary-sheets/EOP_profile.pdf)

## EOP Income Guidelines\* 2021-22

Household Size (Including head of household)	Total Annual Income
1	\$ 23,606
2	31,894
3	40,182
4	48,470
5	56,758
6	65,046
7	73,334
8	81,622*

\*Plus \$8,288 for each additional household member in excess of eight.

# Applications for College

1) Decide which schools you are interested in applying to.

- If you are only applying to SUNY colleges→ you are going to fill out the SUNY Application (<https://www.suny.edu/attend/apply-to-suny/>)
- If you are applying to only private colleges/universities or a mix of private and SUNY schools→ you are going to fill out the Common Application (<https://apply.commonapp.org/login>)
- You can also apply to a specific school on that school's website. For example, the application for Monroe Community College is easily accessed via their website (<http://www.monroecc.edu/quick-links/apply/>)

2) Create an account on the website/application. It is helpful to have information such as your social security number before beginning.

3) Once you create an account, remember to write down your username and password AND tell it to Ms. Flanagan so she can put it in the master excel document!

# Application Deadlines & Types

- **MAKE SURE YOU KNOW A COLLEGE'S APPLICATION DEADLINES!**
- These can always be found on the school's undergraduate admission webpage.

## Types of Applications:

- **Early Action**
  - A non-binding process that allows you to apply, and potentially gain admission, to one or more schools earlier than regular applicants.
  - Given a decision in January or February (earlier than a regular applicant is).
- **Early Decision**
  - Unlike early action, early decision is a **binding agreement**, and you can apply to only one school using this process.
  - Early decision normally benefits top-performing students who know their first-choice college
- **Rolling Admission**
  - Colleges with rolling admissions evaluate applications as they are received versus waiting to evaluate all applications after a hard deadline.
  - Schools will continue to evaluate applications until they've filled all the slots for their incoming class.
  - Your chances of admission will be much stronger early on when there are more spaces left to fill.



# How to Begin the Common Application

- Put the following into your search bar: <https://www.commonapp.org/>
- In the top right corner»»
  - Create an Account»»
  - First Year Student
- Make sure to put in an email you check daily!
- Write down your password and keep it stored in a secure place

# Common Application

Begin with the “College Search” tab (the third one over)

- Type in the college name you are interested in applying for and hit search.
- When the correct college appears, check the box next to the school name and hit ‘Add’.

Next, click on the “My Colleges” tab (second one in)

- Every school you selected will be listed in the left side column. When you click on the school name, all the information first year applicants (YOU) need to know about that school will appear including deadlines and application requirements

The screenshot shows the Common Application website interface. At the top, there is a navigation bar with the following tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'College Search' tab is highlighted with a red arrow. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with a list of colleges, including SUNY College at Geneseo, SUNY University at Buffalo, and Syracuse University. The main content area displays information for SUNY College at Geneseo, including contact info, application deadlines (Fall 2019 and Spring 2019), other deadline information, application fees, standardized test policy, courses & grades, recommendations, writing requirements, and use of disciplinary information. A sidebar on the right contains 'Instructions and Help' with various links and information. The page also features a 'Welcome, Jillian!' message at the top right, along with a 'Sign Out' button.

# Common Application (continued)

Next, begin on the 3 application pieces listed under the name of the college in the left column.

- When you have completed a section, you will see a green check mark appear in the box.

For the Recommenders Section:

- Plan on having your school counselor AND at least one other teacher/preceptor write you a letter of recommendation.
- The people you ask to write letters of rec for you should be able to speak highly of your character, academic abilities, strengths, and/or obstacles you've overcome.
- When you put their name and email into this section, it will automatically send them a link they can upload their letter of rec to.



THE COMMON APPLICATION

Welcome, Jillian!  
Practice Applicant [Usage Tips](#)  
First Year | CAID 22342515  
jflanagan@vertusschool.org

Sign Out

Dashboard My Colleges Common App College Search Financial Aid Resources

SUNY College at Geneseo

Application (1 of 3 Completed)  
✓ Questions  
Recommenders and FERPA  
Review and Submit - Common App

SUNY University at Buffalo

Syracuse University

For All Colleges

• FERPA Release Authorization  
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf.

Release Authorization

Invite Recommenders  
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite and Manage Recommenders

Recommenders for SUNY College at Geneseo

Note: All dates are Eastern Time

• Counselor  
You must invite a school Counselor who will complete the School Report and other forms for you.

Invite Counselor

• Teacher  
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

Required: 1 Optional: 3 Total: 4

Instructions and Help

What happens if I don't waive my FERPA rights?  
Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you ... [+]  
[\[more\]](#)

Who can I list if I do not have a counselor?  
If there is no Counselor at your school, you may list your principal or other school official, title ... [+]  
[\[more\]](#)

I'm out of high school. Who do I list if I no longer have a counselor?  
Please contact your high school or the local authority that will provide your transcripts. You can ... [+]  
[\[more\]](#)

How do I assign my recommenders?  
Once you've added your Teacher or Other Recommender to your 'Invite and Manage Recommender ... [+]  
[\[more\]](#)

# Common Application (continued)

Once you complete these 3 sections, move on to the “Common App” Tab.

- There are 7 sections you must complete on the left hand column. Again, once you finish a section, a green check mark will appear in the box.

Once you reach the end and every box has a green checkmark, it will ask you to review your application as a PDF.

- Make sure you LOOK IT OVER one last time and that all information is correct
- Ask your school counselor if you have any questions on anything!

THE COMMON APPLICATION

Welcome, Jillian!  
Practice Applicant [Usage Tips](#)  
First Year | CAID: 22342515  
jflanagan@veturyschool.org

Sign Out

Dashboard My Colleges **Common App** College Search Financial Aid Resources

**Common Application**

- Profile
- Family
- Education
- Testing
- Activities
- Writing
- Courses & Grades  
0 College(s) Required

Profile [Preview](#)

[View Profile Tutorial](#)

**Personal Information**

First given name \*  
Jillian

Middle name

Last family/surname \*  
Flanagan

Suffix

Instructions and Help [Help](#)

I already submitted, can I change some of my answers?  
You can return at any time and change your answer to any question in the Common App tab for future... [+]  
[\[more\]](#)

What are the hours for Applicant Chat?  
Chat is available\* Monday-Friday, 12pm-8pm Eastern Time (excluding holidays). Click on the "Co... [+]  
[\[more\]](#)

# Common App -Answers to Questions

Here is a list of questions appearing on the Common App that students often have questions on:

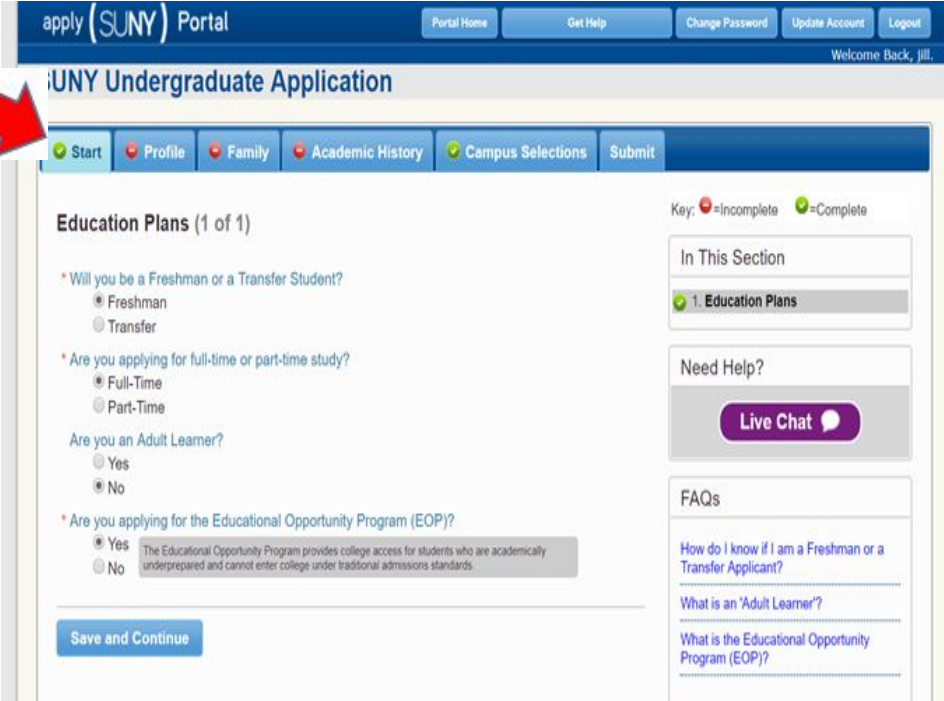
- 1) What is the Vertus Class size? 80 students
- 2) Class Rank- We do not report
- 3) GPA scale- 4
- 4) Weighted or Unweighted? Unweighted
- 5) Fee Waiver Eligible- Yes
  - a) Reason- Free or Reduced Lunch

# SUNY Application

Click to “Begin my 2019 SUNY Application”

There are 6 tabs you must complete fully.

- When you finish a section, a green check mark will appear indicating it is complete. A red circle means you missed a question or have yet to finish.
- If you can't finish a question, you can skip it and come back later.



apply (SUNY) Portal [Portal Home](#) [Get Help](#) [Change Password](#) [Update Account](#) [Logout](#) Welcome Back, Jill.

## SUNY Undergraduate Application

Start Profile Family Academic History Campus Selections Submit

Key: ● = Incomplete ● = Complete

### Education Plans (1 of 1)

In This Section

- 1 Education Plans

Need Help?

[Live Chat](#)

FAQs

- [How do I know if I am a Freshman or a Transfer Applicant?](#)
- [What is an 'Adult Learner'?](#)
- [What is the Educational Opportunity Program \(EOP\)?](#)

[Save and Continue](#)

# How to Begin SUNY Application

- Go to <https://www.suny.edu/applysuny/>
- Click on » Create your Sunyapply account now
- Type in all information and make sure to write down your password and security question/answer

# SUNY Application (continued)

After you complete and submit your application, it will direct you to the following page. You will need to complete the following:

- Start the “Supplemental Application”.
  - This will include the personal essay you must write. You only have to write one essay, NOT one for each school.
- IF you applied for EOP, ask your counselor to print the EOP form OR you and a parent/guardian can fill it out online.
  - This needs to get mailed or electronically sent to the SUNY headquarters along with a copy of your parent/guardians 2017 tax return form and all additional required documents/forms.
- You must ask your counselor to print the Fee Waiver Request Form.
  - It must be signed by you, a parent/guardian, and your school counselor.
  - **This allows you to apply to up to 4 SUNY schools for free.**
  - It must be physically mailed to SUNY headquarters or your counselor can scan/upload it to your application.



# SUNY Application (continued)

apply (SUNY) Portal [Portal Home](#) [Get Help](#) [Change Password](#) [Update Account](#) [Logout](#)  
Welcome Back, Torrence.

## Portal Home


### SUNY Online Undergraduate Application

Applying to SUNY begins here. Select one of the following options to apply to participating campuses.

- [Send My 2019 Application to Additional Campuses](#)
- [Print applySUNY Application Worksheet](#)
- [Print applySUNY Supplemental Application Worksheet](#)
- [Print applySUNY EOP Financial Information Form Worksheet](#)

### Application Details

<b>Brockport, State University College at Fall 2019</b>	<b>Brockport, State University College at - F</b> Nursing
<b>Buffalo, University at Fall 2019</b>	<b>Next Steps</b> <ul style="list-style-type: none"><li>Start SUNY Supplemental (Required)</li><li>Start SUNY EOP Financial Information Form (Required)</li></ul>
	<b>Completed</b> <ul style="list-style-type: none"><li>SUNY Application sent to campus on 11/28/2018 (your Applicant ID is: J10095916)</li></ul>
	<b>Other things to do</b> <ul style="list-style-type: none"><li>Did you print and turn in your school counselor form?</li><li>Did you print and turn in your fee waiver request form?</li></ul>



# Writing the College Essay

- Aim to write at least 500 words (1.5-2 pages)
- Write about something important and meaningful to you!
- Try to have an Intro, Body and Concluding paragraph
- Write your essay in Google Docs so you can save it/access it across any computer
- You can also share it with your school counselor through Google Docs and I can provide you with feedback
- Resources for Writing a Successful College Essay:
  - <https://blog.prepscholar.com/how-to-write-a-college-essay>
  - <https://www.princetonreview.com/college-advice/college-essay>
  - <https://www.collegeessayguy.com/blog/college-essay-examples>

## After Submitting Applications:

- You can always add more colleges if you decide to apply to another.
- Make sure to remind your recommenders to get their letters in/submitted with enough notice.
- Let your counselor know if you take the ACT again and want new scores uploaded.
- Make sure your FAFSA Form (Financial Aid) is completed.
- Search for scholarships you are eligible for.