

Managing your College Applications



Safety

Based on applicant's test scores and GPA, we feel confident the student has a good chance of getting in here.

Example:
Harper College

Match

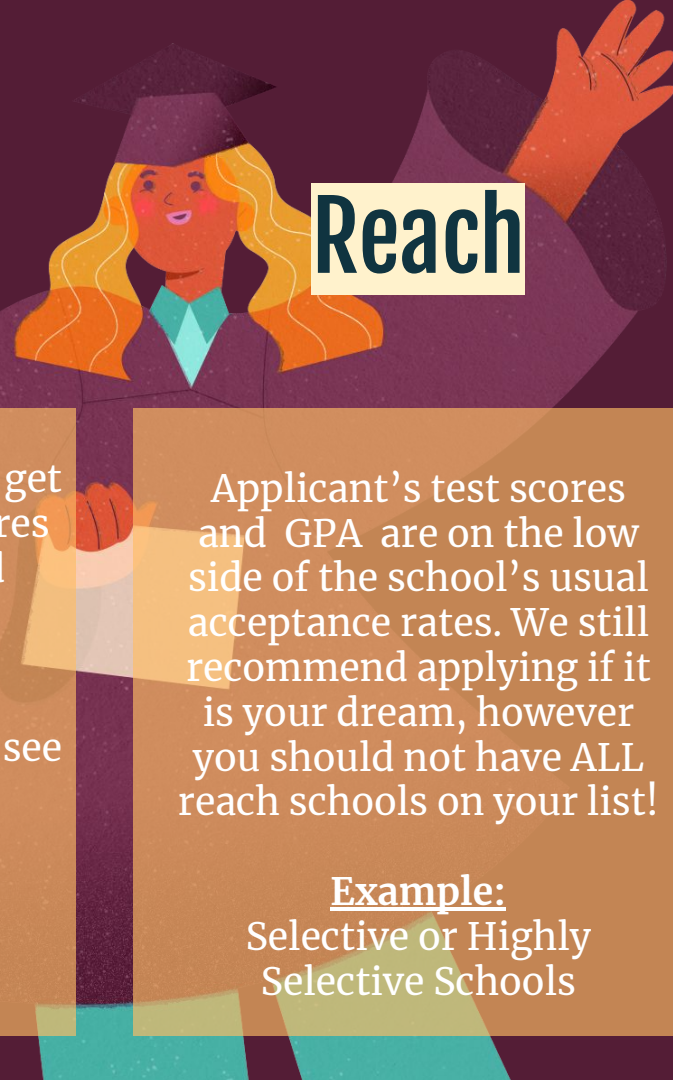
Applicant will most likely get in since GPA and test scores meet average admitted student range.

Example:
School you could REALLY see yourself attending

Reach

Applicant's test scores and GPA are on the low side of the school's usual acceptance rates. We still recommend applying if it is your dream, however you should not have ALL reach schools on your list!

Example:
Selective or Highly Selective Schools



Match Considerations



Academic



Financial



Personal

Application Deadlines

Non-Restrictive Application Plans		
Regular Decision	Rolling Admission	Early Action (EA)
Submit application by deadline and receive decision by specified date	Submit when ready and applications are reviewed as they "roll in". Decisions are made throughout cycle	Apply early and receive a decision before the school's regular response date
Non-Binding		

Restrictive Application Plans	
Restrictive Early Action (REA)	Early Decision (ED)
Apply and receive a decision early. May be restricted from ED, EA or REA to other schools. Confirm offer by May 1	Commitment to first-choice school. Application and decision occur early
Binding	

Binding: if accepted, you must attend | **Non-binding:** if accepted, you do not have to attend

Step 1: Create a Common App account and log on.

Step 2: Go to the “Education” section of the Common App tab and your school. Otherwise, you will see this message when you try to complete the FERPA Release Authorization.

Step 3: Visit the “College Search” tab and select at least one college you plan to apply to.

Step 4: Visit the “My Colleges” tab and select one of the colleges on your list. Under the drop down menu, select “Recommenders and FERPA”.

Dashboard My Colleges Common App College Search Financial Aid

My Colleges

Loyola University Chicago

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

Recommenders and FERPA

Recommendors are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

Warning: Before you can continue your application, we need to know your current or most recent secondary/high school. Please complete the "Current or Most Recent Secondary/High School" question in the [Education section](#) of your Common App.

Continue

Dashboard My Colleges Common App College Search Financial Aid

My Colleges

Loyola University Chicago

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

Recommenders and FERPA

Recommendors are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

Warning: FERPA Release Authorization

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

Complete Release Authorization

Continue

Step 5: Read through the instructions and check the box once you've read the acknowledgements.

Step 6: Choose between waiving and not waiving your rights to see your teacher's letters of recommendation. Waiving your right will allow teachers to write as honestly as possible. If you do not waive your right, some teachers may decline to write you a letter of recommendation. Learn more about the [FERPA Release Authorization](#).

X

Release authorization

FERPA Form

☒ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*

Please select one: *

☒ I waive my right to review all recommendations and supporting documents.

☐ I DO NOT waive my right to review all recommendations and supporting documents.

☐ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.***

Signature *

Date *

Date uses "month day, year" format (e.g. August 1, 2002)

Back

Save and Close

- Students **MUST** have schools in their applying list in order to request a transcript
- **NO** test scores will be on the transcript
- You **MUST** request your transcript in order for counselors to send documents

The screenshot displays a web application interface for applying to universities. On the left is a dark blue sidebar menu with options: Student, Admin, Dashboard, Character, Careers, Academics, Universities (highlighted), Financial Plan, Events, Portfolio, Enrichment, Notes, and MaiaDrive. The main content area is titled 'Applying' and includes tabs for Search, Considering, Applying (active), Recommendations, and Decision. Below the tabs are filters for Country, Applying With, and Applying Status. There are two toggle switches: 'Request Transcripts' (turned on) and 'NO Transcript' (turned off). A pink oval highlights the 'Request Transcripts' toggle. Below this is a card for 'Case Western Reserve University' with a timestamp '13 Aug 2023, 02:20 PM by: Bhatia, Arushi' and a message 'CR : Req. TE : 2 - 4'. Another pink oval highlights the 'Transcript Request' toggle (turned on) and the 'Round 1' dropdown menu. Below these are fields for 'Type' (Common App), 'Plan' (Select), 'College In University' (Select), 'Term' (Select), 'Deadline' (Select), and 'Add Program'. At the bottom right is a 'Mark as applied' button. A 'No Rating' label is at the very bottom.

Recommendation Requests

Search Considering Applying **Recommendations** Decisions Milestones Essays Prepare Docs Send Docs Send Summary

☐ Search for teacher in all district schools

Select Deadline

Max Recommenders: 5

↓ Brag Sheet Template

Upload Brag Sheet

Recommenders

- ☐ Aaron Pollack (Palatine High School)
- ☐ Abigail Quijano-Colunga (Palatine High School)
- ☐ Adam Casbarian (Palatine High School)
- ☐ Adriana Ortega (Palatine High School)

Universities

- ☐ Brown University
- ☐ Columbia University in the City of New York
- ☐ Cornell University
- ☐ Harvard University
- ☐ Indiana University-Bloomington

1. You can only request a letter of recommendation from 3 recommenders, do **NOT** include your counselor. Only request a letter if it is required by the school or it is optional.
2. Make sure to complete and upload your brag sheet before requesting your recommenders. Upload the document as a PDF.

Letter of Recommendation Etiquette

- ❑ Ask your teacher in person if they would be willing to write you a letter.
- ❑ Ask them at least 3–4 weeks before your application is due.
- ❑ Ask a teacher who knows you well and can speak to your personal and academic qualities.

Remember...



Link your
Common App &
Maia Account



Waive your
FERPA in
Common App



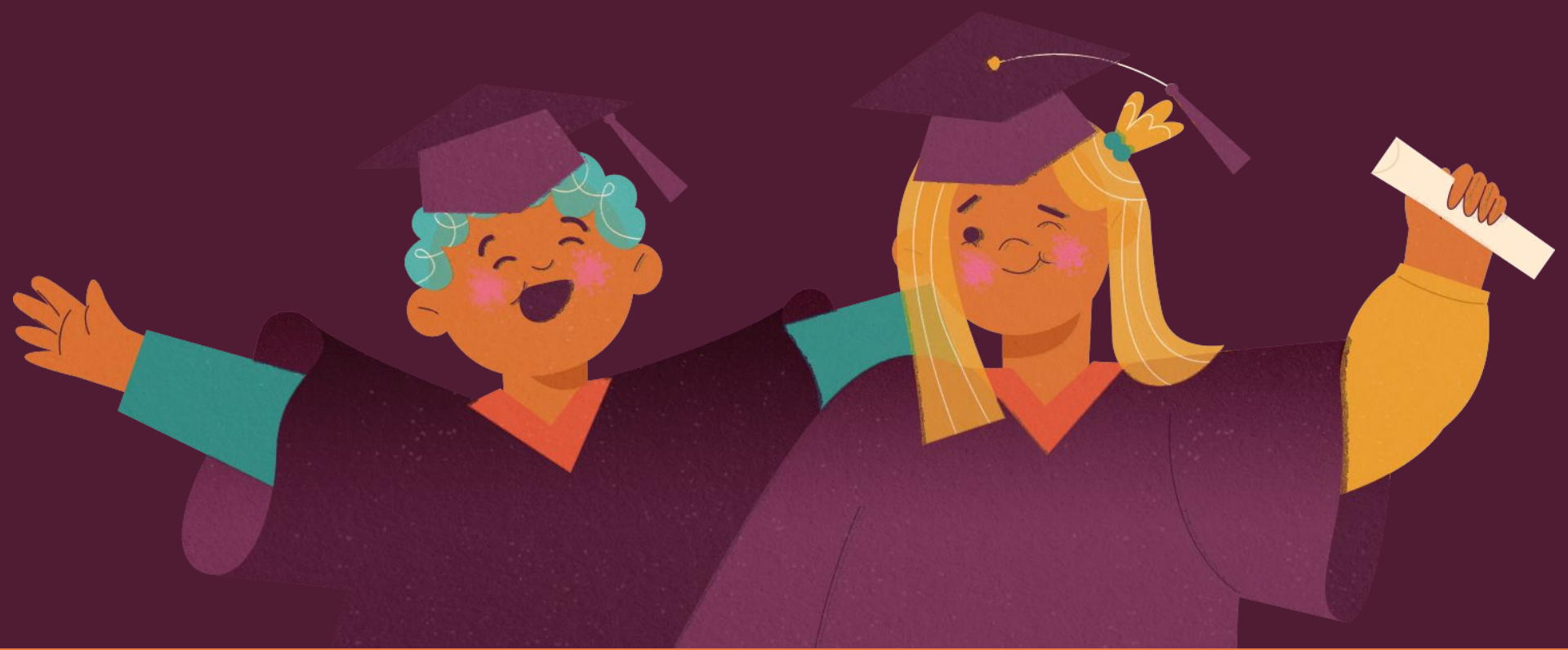
Select
application
deadline in
Common App



Request
transcripts &
letters of
recommendation

What Can You Work on Now?

- ❑ Completing your D211 Brag Sheet
- ❑ Requesting Transcripts
- ❑ Common App Personal Statement
- ❑ University Supplemental Essays



Thank you!

If you have any questions, please contact your School Counselor