

North Hunterdon High School College Application Procedures

College deadlines are quickly approaching! Remember, you must submit your transcript release forms at least **10 school days** prior to the deadline. Keep in mind that we have a lot of days off from school in November. Students with a December 1st deadline should submit their Transcript Release Forms by November 15th at the latest. If you have an issue working within this timeline, then please contact your counselor ASAP! Remember, your applications do not need to be complete in order to submit a transcript release form.

Please read through everything below! We presented all of this information to the students in small groups in the computer labs during your English IV class on Tuesday, September 6th. If you follow these directions step by step, then you should not have any problems. Also remember that all of this information is available on the Guidance Website under the *senior's* link. You can download copies of the transcript release form there as well - <http://www.nhvweb.net/nhhs/Guidance/default.htm>.

Transcript & Recommendation Letter Directions

Check to see if the colleges you are applying to are:



Common Application,



Naviance E-Doc Participants (Non Common Application) or



Neither (meaning they do not accept electronic documents).

- Click on Colleges
- Click on colleges "I'm Thinking About"
- Add schools to this list – Do Not Add Colleges to "I'm Applying To" – We add the colleges to your profile once we have received your Transcript Release Form and process your school documents.

However, you do click the "I'm Applying To" to request a teacher recommendation. See directions below.

➤ Look under Delivery Type

1.  CA = Common Application 2.  Blank Computer Icon = Naviance E-Docs
3.  Postage Stamp = Not a Naviance Participant

Go online to send your SAT or ACT scores to each college you are applying to.

- Visit <http://www.collegeboard.com/> or <http://www.act.org/>

If school **IS A COMMON APPLICATION OR NAVIANCE E-DOC PARTICIPANT SCHOOL**, then please follow the below procedures:

1) Request Teacher Recommendation via Naviance. Make sure your teacher agrees to write a recommendation and then log on immediately to complete this step.

- Click on Colleges tab
- Click on Colleges "I'm Apply to" tab – **only** to request a Teacher Recommendation
- Click on Add/Cancel Requests under Teacher Recommendations, selecting appropriate teachers and writing a message to the teacher. The Teacher cannot add their recommendation until this process is complete.

2) Complete all student portions of the application and submit electronically prior to the deadline

3) Make an appointment with your counselor to submit a Transcript Release Form at least 10 school days before the deadline.

DO NOT SUBMIT ENVELOPES OR EXTRA FORMS. This will all be completed by the counselor directly on Naviance. No paper is needed!

If school **IS NOT A COMMON APPLICATION OR E-DOC SCHOOL**, meaning they do not accept electronic documents and follow the below procedures:

1) Complete all student portions of the application and submit prior to the deadline

2) Make an appointment with your counselor to submit a transcript release form along with any secondary school report forms and addressed envelopes at least 10 school days before the deadline

- Address the envelope with the College's Admissions Office address and North Hunterdon High school as the return address: 1445 Route 31 S. Annandale, NJ 08801

3) Give teachers who have agreed to write your recommendation letters a stamped, addressed envelope for each school along with any teacher forms

Transcript Release Form

A Transcript Request Form needs to be completed for **EACH** college you are applying to. Hand to your guidance counselor **IN PERSON**. Do not leave in their mailbox! You can download a copy from the Guidance Website or pick one up in the office. Make sure your parent or guardian signs this, if you are *not* 18 years of age. You must mark if the school accepts the **Common Application, Naviance E-Doc or Neither**. If teachers are writing recommendation letters, then they must initial that they have uploaded your recommendation **BEFORE** submitting this form.

Important North Information for College Applications

CEEB NHHS School Code: 310005

North Hunterdon Address: 1445 Route 31 South, Annandale NJ 08801

Guidance Phone Number: (908) 713-4130

Guidance Fax Number: (908) 735-6608

Counselor Name	Counselor Email Address
Kelli Steele	ksteele@nhvweb.net
Bill Robaey	wrobaey@nhvweb.net
Vicki Kellum	vkellum@nhvweb.net
Steve Delorenzo	sdelorenzo@nhvweb.net

Graduating Class Size: Class of 2012 size is 441

Grading Scale: 4.0

Graduation Date: June 8, 2012

Some friendly reminders: Make sure you meet with your guidance counselor and DO NOT PLACE COLLEGE DOCUMENTS IN THE COUNSELOR'S MAILBOX.

North does not disclose rank

You need to send your SAT/ACT scores directly to the colleges you are applying to via www.collegeboard.com or www.actstudent.org

You do not need to print out forms for Common Application or Naviance E-Doc schools BUT do need to print them out for non-participating schools and provide addressed envelopes

If applying to **Rutgers**, your NJ SID number is the 'Department' number on your transcript. Rutgers is a self-reporting school and does not require an official transcript in order to apply.