

Bishop Moore Catholic
HIGH SCHOOL



CLASS OF 2023

CAP Day

The College Application
Planning Day

What **To Know** and **To Do**
for BMC Seniors & Their Families

Table of Contents

How to Sign-up for a College Rep. Visit.....	3
Staying Organized	4
College List	5
The Essay.....	6
Résumé Basics	7
Asking for Recommendations	8
Types of Applications	9
Completing Your Application	10
Ordering a BMC Transcript	11
About the SSAR/SPARK.....	13
Ordering ACT & SAT Scores	13
College Interviews	14
Scholarships & Financial Aid	15

ATTACHMENTS:

- Materials to Gather List
- College Application Checklist
- College Comparison Worksheet
- Financial Aid Comparison Worksheet
- Teacher Recommendation
- Student Autobiography

HOW TO SIGN-UP FOR A COLLEGE REP. VISIT

TO KNOW

College Representatives from more than 125 schools visit BMC to share information regarding their colleges/universities with you. Having the College Reps on our campus gives you an edge in becoming aware of college choices and in visualizing your fit.

Remember you must ask your teacher at least 24 hours in advance to attend a college visit and you must bring (or email) the signed confirmation page to the CCC to attend the representative's visit.

Most of the visits will be hosted in the College & Career Center. Please check your emails the day of the visit in case there are any changes.

TO DO

To attend a college rep visit, register on Naviance. Please follow the steps below:

1. Log in to Naviance Student.
2. Click "Colleges" tab at the top of the page.
3. Click "College Visits," towards the bottom.
4. Click "View Details" for the college selected for more info. Then click "Register Now."
Or, go directly to "Register Now."
5. Print confirmation page for signature.
6. Obtain teacher's signature for the missing class or write "independent study" if that applies.
7. Bring the signed confirmation page to the visit.

If you must cancel, simply go back to the "Register Now" tab. You'll notice it has turned into a "Cancel" button. Click it to cancel. Please remember that attending a college visit is a privilege that may be revoked if you do not follow correct procedure.

STAYING ORGANIZED

TO KNOW

There are many steps in the college application process and staying organized is key. Students should take ownership of the process. It's an experience that will help you to meet deadlines and advocate for yourself.

Parts of the application:

All colleges and universities require an application, application fees, and grades to be submitted.

Some colleges and universities also require variations of the following: ACT/SAT scores, essays, recommendation letters, and résumés.

Only provide what is requested for the application. Check the school's website to verify.

TO DO

Use a college application checklist (like the one provided) to keep track of your applications. A college comparison worksheet is also a helpful tool. Bring this with you on your college tours or when meeting with college representatives so that you ask consistent questions. Think ahead about what is a "want to have" versus a "must have" criterion.

Another helpful tool is the financial aid comparison worksheet. This worksheet, helps you collect all the facts before making decisions.

See the attachments at the end for these useful tools.

COLLEGE LIST

Create your COLLEGE LIST

TO KNOW

The College List is a list of colleges and universities that you are seriously considering as places to apply. There is more than one college that will be the right fit for you. According to the National Center for Education Statistics as of 2019-2020, there were 3,982 degree granting colleges/universities.

The difference between a college and a university is that colleges are focused on undergraduate studies (4-year bachelor of arts and sciences). A university offers undergraduate degrees AND graduate degrees – master's and doctoral degrees.

TO DO

What's important to you?

Check out the list of criteria below that may be important to you. Add more points that apply to you. Place your list on Naviance for easy referral. Use the items listed below as a starting point in creating your list.

COLLEGE FIT CHECKLIST

- Majors
- Financial aid, scholarships & affordability
- Location/distance from home
- Campus community and social life
- Athletics and other extracurriculars
- Size
- Selectivity Less than 25% admitted 30-50% 60-70% Above 80%

Naviance also has an excellent section under the College tab (try: Advanced College Search and SuperMatch College Search) to help you build your college list.

Try to keep your list to the single digits – 5-8 applications are manageable and should include a balanced number of:

Realistic schools

Your GPA and test scores fall above the mid-50th percentile for that school's accepted students. The school's acceptance rate is above 80%.

Target schools

Your GPA and test scores fall into the middle 50th percentile of that school's accepted students. This presents a good match between what you want and what the college wants from their student body.

Reach schools

Your GPA and/or test scores fall below the mid-50th percentile of that school's accepted students. Also (and this is important), any school with an acceptance rate below 25% is a reach school for ANY student.

because there are simply more qualified candidates than there are spots.

THE ESSAY

TO KNOW

At BMC, all seniors will have a classroom assignment in their English class that will help you create a college essay. Look at your colleges to determine their essay requirements based on the application form you are using.

For example, the Common Application has seven essay prompts to choose from and a word limit of 650 words. Do not assume longer is better, but do not go over the limit. Remember that some colleges have additional required essays known as supplemental essays, which are specific to their school.

The Common Application also has an Additional Information section of up to 650 words in which students can address a situation or experience that is relevant to the application. This can be used to explain special circumstances that are not reported elsewhere.

This year as in last year, the Common Application has a small section, (250 word limit) in which you can address how the COVID-19 Virus or any community disruption affected you. This space should be reserved for cases of significant impact or hardship.

TO DO

Look at the essay prompts to see which one draws you in the most and helps you express something not covered elsewhere.

Are there additional essay requirements? Enter those deadlines in your planner.
Be prepared to write a few drafts.

When you have your final essay, please proofread it carefully. Ask a trusted adult to proofread it, too. The College & Career Center is available to read essays and provide feedback.

A family member may mean well, but please ask that he/she only proofread for spelling and grammar, not for content. Make sure your essay reads in your voice.

RÉSUMÉ BASICS

TO KNOW

You will likely use your résumé as a reference when completing your extracurricular sections of your college application.

Naviance has a basic template under “About Me” that you can use to collect your data.

Extracurricular activities include part-time jobs, taking care of family members, volunteer work, internships, active club membership, leadership roles, and athletics.

TO DO

Remember to refer to the résumé that you completed in your junior English class.

1. Pick out a font that is easy to read and somewhat plain. Use 10-12 point font so it's clear even for older eyes. (Times New Roman is a good one.)
2. Limit your résumé to one page. You can have different versions of your résumé for different uses (a scholarship résumé that focuses on leadership skills versus one for a camp counselor position, for example).
3. Start with your name in two point sizes larger than you plan for the body, followed by your home address, cell number, and email address (get a new email address if yours sounds unprofessional).
4. Now for your categories – common sections headings are: EDUCATION, HONORS, WORK EXPERIENCE, LEAD-ERSHIP, ATHLETICS, RELEVANT EXPERIENCE, ACTIVITIES, ADDITIONAL INFORMATION. Choose the ones that best display your accomplishments.
5. Start with Education and include the school name, the city and state, graduation date and 3.0 or higher GPA.
6. With each category, supply the “proof” of your accomplishments using strong verbs.

For example: BMC Leadership Team, Volunteer, Orlando, FL 2019 to present
Led tours, greeted visitors, and spoke at partner school programs.

7. Proofread. Have someone else proofread. Proofread again.

The College & Career Center team loves to read résumés so we welcome your drafts for feedback.

ASKING FOR RECOMMENDATIONS

TO KNOW

Teachers know so much about their students. This letter is a great opportunity to fill in any gaps about your educational experience, such as: a dip in grades, learning differences, leadership skills, etc.

Ask teachers from junior or senior year with whom you have a good relationship; specifically, teachers from your core subjects. Some schools will permit “other” recommendations, for instance: from a coach, priest, or employer.

Before asking for a recommendation, be certain the college requires it. Many of the large universities do not want one. Always ask in person or by email instead of sending the teachers a link without their knowledge. It is a sign of respect.

TO DO

If they agree to write you a letter, print out the “Teacher Letter of Recommendation Request” form at the end of this booklet, complete your section, and give it to them (preferably in a large envelope, on colored paper, etc., to make it stand out). When you use an envelope or folder, print your name and due date on the cover. If you have your activities résumé done, include that too.

Submit the “Teacher Letter of Recommendation Request Form” (included in attachment) at LEAST two weeks before your preliminary due date. For instance if the recommendation is due on October 15th, ask for the recommendation by September 29th and request that it is completed by October 13th. That gives you a few days extra as a buffer.

Most teachers prefer printed forms to emails as they make it easier to remember.

When you are sending an email, include your name on the subject line so that it's easier to find your request. Imagine searching through bundles of “recommendations.”

On the bottom of the form there is space for additional information. This is a place to let teachers know that you'd like them to discuss something specifically within their letter of recommendation.

TYPES OF APPLICATIONS

TO KNOW

The Common Application

This electronic application is used by more than 900 colleges and universities and is most often referred to as the Common App. Using this template allows you to apply to multiple schools, eliminating the need to retype the general information. This includes sections such as your profile, family, education, activities, etc. There is no fee to use the Common App but most colleges/universities charge their own application fee.

<https://www.commonapp.org>

Institutional Applications

This title refers to the college's own application. Some schools will only accept their own application. You can find the admissions applications in the college's website. If a school offers you the option of the Common App or the institutional app, you only need to submit one.

TO DO

Look at the websites of your schools to determine which application is preferred by Admissions.

COMPLETING YOUR APPLICATION

TO KNOW, DEGREES:

Associate of Arts or Associate of Science

These are two year degrees you can earn at a state college, also known as a community college. The Associate of Arts degree is what you need if you are planning to transfer into a four year college/university. The Associate of Science degree is for programs that are more career oriented and only require two years of study.

Bachelor's Degree

This is a four year degree from a college or university.

Master's Degree & Doctoral Degree

These are earned after you graduate with a Bachelor's Degree and are often referred to as "graduate degrees."

TO KNOW, DECISION OPTIONS:

Early Decision is an application deadline and a **binding** agreement that indicates to the college that it is your first choice. If offered admission you are ready to attend and agree to cancel all other applications. You will likely hear back from the college before the Christmas break.

Early Action is an application deadline that is early **but not binding**. It demonstrates your interest in the college. This is often the deadline for the college's scholarships. You will learn about your admission before the regular deadline applicants. Decisions can be accepted, denied, or deferred to Regular Admission.

Regular Admission is the general application deadline. It is still a firm deadline, so organize yourself so that you meet the deadline.

Rolling Admissions is a continuous process in which colleges read applications on a regular basis and respond with decisions in about a month to six weeks. The Admissions Offices will stop reading applications when they reach their target amount. The later you apply the lesser your chances for admission and for financial assistance.

TO DO

Discuss your options with your family and your College and Career Counselor to find the fit for you.

Parts of the college application:

- Personal information (such as name, birthdate, address, family information)
- Education - high school information. BMC does not rank.
- Extracurricular activities (résumé) - list in order of importance. Employment and caring for family members count.
- Essay - you may be given a prompt to focus your essay. Be authentic; use your own voice. "Optional" means "Do it." Good news: it's one of your first English assignments during your senior year.
- COVID Statement or community disruption: special section to write about unusual circumstances. Personal Statement/Additional Information - Extra space to address something not covered in the application that you would like to explain (abnormal grade, special recognition, etc.)
- Recommendations - from teachers, College & Career Counselor, or other, but not every college requires these. Check admission websites to verify.
- Transcript ordered through Parchment (if required by college)
- Official ACT/SAT scores should be sent directly from the testing agencies, if required. Check school websites to confirm deadlines.
- Interviews - see section on college interviews.
- Residency Form - submit if applying to an in-state college.

ORDERING A BMC TRANSCRIPT

TO KNOW

Parchment is the program BMC uses to order transcripts. Double check the mailing address for your transcripts as it is not always the same as the colleges' main addresses.

Use a personal email address that is different than your BMC email so that information can be sent to you after graduation.

Ensure that you have a signed "Permission to Release Transcripts" form on file with the Registrar, Ms. Vazquez.

At the end of each semester, update your Unofficial Self-View on Parchment. On the main page, click on the Transcript box on the +. On the next page click Update and a current transcript will be processed. Without taking this step, you will not have a current transcript.

You must order a final transcript upon graduation. These should be marked "HOLD FOR GRADES," to ensure your college will receive the transcript as soon as possible after grades have been finalized. BMC

TO DO

Creating an Account & Ordering Transcripts on Parchment.com

1. Go to www.bishopmoore.org. Click on Admissions, Registrar, and Parchment.
2. Click on Request your Transcript. Fill in the fields; be careful to spell your **LEGAL** name correctly. Your highest level of education is your current grade.
3. Enter an email address that is NOT YOUR BMCHS EMAIL ACCOUNT, as your BMCHS email will go away after graduation. Your personal email address will allow you to receive information after graduation and still give you access to Parchment. Create a password.
4. Select YES or NO for colleges and scholarship programs "discovering me" via Parchment. Check the box indicating that you have permission to create the account. Click on SIGN UP.
5. Check your personal email for a code you will need to continue. Enter the code and click on SUBMIT.
6. Skip the profile section on the dashboard page. Start by adding your current school. Click the + button.
7. Add Bishop Moore Catholic. Click on Search. Locate BMCHS and click on ADD.
8. Select enrollment status. Enter starting year at BMC ("Earliest Year") and "Expected Grad Year."
9. Read the FERPA Privacy Rights information and choose whether or not you want to waive your right to access. Click on CONSENT AND REQUEST.
10. Click on ORDER. Insert name of destination or click on "myself."
 - a. **To send your transcript to a college:** After inserting the name of the destination, click on SEARCH and then SELECT that destination. Answer "When do you want it sent?" Select "Send Now" or "Hold for Grades' (after semester ends). Have parent complete signature/certification section. Click on CONTINUE. On Order Summary page, click CONTINUE. Insert payment information and click on SUBMIT PAYMENT.
 - b. **To have an unofficial self-view of your transcript,** click on YOURSELF or ANOTHER INDIVIDUAL then on ELECTRONIC DELIVERY. You may type in an address, if needed. Type in email address if it is not already there, then type it again. Click on SAVE and CONTINUE. LOGOUT as there's no fee.

After you place your order your transcript will be processed. This is done electronically, but not instantaneous. Please order your transcripts **at least 14 days** before any deadline.

ABOUT THE SSAR & SPARK

TO KNOW

Some Florida schools in the State University System require an SSAR, a Self-reported Student Academic Record, that lists all the courses and grades from your high school transcript. The University of Central Florida has their own version called SPARK. In either case, you will need an unofficial/or self-view copy of your high school(s) transcripts to provide the information accurately.

As part of the application, you will receive directions on how to access and link the SSAR.

If you accept an admission offer from one of the universities that you sent an SSAR, you will need to send that university an official, final transcript after graduation to complete the admissions process.

TO DO

Check to see if the college you are applying to has a self-reported form for courses and grades.

Browse the web page to see if there are detailed instructions or an FAQ (frequently asked questions) section.

ORDERING ACT & SAT SCORES

TO KNOW

Many schools require an official ACT or SAT score be sent directly from the testing service as part of their application. The Florida Bright Futures Scholarship also requires an ACT/SAT score be sent to one of the public 4-year Florida universities.

Some colleges will accept superscores for the ACT or the SAT. For instance if you took the SAT twice, they may consider the highest English section (EBRW) and the highest math score demonstrating your best effort. You must submit both scores for the college or the Bright Futures Scholarship to superscore. Check college websites for their policies on superscoring.

There are also some schools that are test optional: <https://www.fairtest.org/university/optional>. Please verify your colleges' preference by visiting the colleges' websites.

TO DO

To send scores for the ACT go to Sending Your Scores - The ACT Test
<https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html>

To send scores from the SAT go to Sending SAT Scores | College Board
<https://collegereadiness.collegeboard.org/sat/scores/sending-scores>

COLLEGE INTERVIEWS

TO KNOW

If your college of interest offers interviews, you will likely meet with a local alumni. They are not there to judge you, but rather to get an impression of you and to share their knowledge about the college/university. With access to video calls and teleconferencing (like Skype or Zoom), many interviews are arranged on-line.

Do you want to practice or talk through the interview? Come by the CCC to prepare or ask questions. We also take appointments for mock interviews.

TO DO

Here are some Tips for College Interviews shared by Tulane University.

1. Arrive on time.
2. Dress appropriately. Don't just get out of bed. Don't wear another college's t-shirt.
3. Test camera and the internet ahead of time. If you don't have access to video, you can ask for an audio/phone interview. Make sure the interviewer can see your entire face. Light source should be in front of you, not behind.
4. Have a quiet space to conduct the interview.
5. Do some research. Know the basics about the school – state, majors offered, size, etc.
6. Be Yourself – not what you think the interviewer wants to hear. It's okay to take a moment after a question to consider your reply.
7. Put aside your nerves. The interviewer wants to meet You.
8. Have a couple of questions ready.

Additional thoughts:

If you are interviewing in person, be certain to practice a firm handshake.

"Dressing appropriately" in person is a little dressier. Think business casual.

It's okay to take notes and to refer to your notes when you ask your questions.

SCHOLARSHIPS AND FINANCIAL AID

TO KNOW

TYPES OF FINANCIAL AID:

Need Based Aid (based on your ability to pay)

This includes grants: Pell Grant, First Generation Matching Grant;
loans: student loans and parent loans; and,
work study (money is disbursed as it is earned at campus job.)

Merit Based Aid is based on your accomplishments and includes scholarships for academics, athletics, talents, service, and military service.

TERMINOLOGY

FAFSA - Free Application for Federal Student Aid, financial aid application form available in October.

CSS Profile – The College Scholarship Service Profile, helps universities determine how much non-federal aid a student needs.

COA - Cost of Attendance = Tuition, room/board, books, transportation, other school expenses

SAI – Student Aid Index = Indicator of your financial need as determined by family income/assets reported

Financial Aid Award – Package offered by a college to help you meet your determined Financial Need.

(Not all colleges will meet 100% of Financial Need.)

Net Price Calculator – Financial aid tools & calculators are available on all college websites.

Sources of Merit Based Aid/Scholarships

Colleges – Admissions Office

Colleges – Specific Departments (art, music, athletics, etc.)

Corporations – Employers, Competitions

Community Groups/Private Funds

State of Florida – Bright Futures Scholarship, Jose Marti, Benaquisto, EASE Program

Research! Research! Research! (Visit the College and Career Center and Naviance Student for resources.)

Florida Bright Futures Scholarship – www.FloridaStudentFinancialAid.org/SSFAD/bf

The Florida Legislature reserves the right to change the value and requirements of this program at any time!

Florida Bright Futures Academic Scholars Award Requirements

3.5 Bright Futures weighted GPA on 16 core classes

1330 SAT or 29 ACT (Scores must be sent to one of the FL SUS schools) Can be superscored.

100 hours of community service

Florida Bright Futures Medallion/Merit Scholars Award Requirements

3.0 Bright Futures weighted GPA on 16 core classes

1210 SAT or 25 ACT (Scores must be sent to one of the FL SUS schools) Can be superscored.

75 hours of community service

TO DO

The timeline for the Bright Futures Application will be covered during the College and Career Counselors' fall visit to the Government and Economics classes. Step One will be to complete the BMC Preliminary Release Form that becomes available in October. (Apply even if you are planning to go out of state, as there is currently a window to activate the scholarship in case you change your mind.)

BEST ADVICE:

Be smart in your choice of schools.

Be mature in initiating a conversation with your parents about their willingness and ability to contribute.

Be diligent in your search for scholarships.

Be vigilant in meeting deadlines.

Be open to finding the best fit for you...academically, spiritually, socially, and financially.

Gather Your Materials

Use this checklist to help you gather the information you'll need as you fill out your Common App.



High school information

You'll need to know things like your high school's CEEB code, GPA scale, and class rank reporting. Check in with your counselor for more details about this information. Ask them for the High School Details Information Sheet! (Download it at commonapp.org/ready)

An unofficial copy of your high school transcript

You'll be asked to list the courses you're taking this academic year.

Some colleges ask applicants to self report their full academic record in the Courses & Grades section. If you have a college on your list that requires Courses & Grades, you'll need your transcript to complete this section.

A copy of your test scores and dates

You have the option to enter scores for standardized exams like the ACT and SAT that you have taken and/or plan to take. Don't forget, you'll still need to send official score reports to colleges that require them.

Citizenship information

Social Security Number, if you intend to apply for financial aid via FAFSA (For U.S. citizens, U.S. nationals, U.S. dual citizens, U.S. permanent residents, U.S. refugees, and U.S. asylees).

For Permanent Residents: A copy of your green card.

For non-U.S. citizens: U.S. visa type, number, and date issued. If you do not yet have a U.S. visa but intend to apply for one, you can indicate that in the application.

State of residence information

If you think you qualify for in-state tuition for a school you might be asked to share more information about your residence in that state.



Parent information

You'll be asked to share some basic information about one or more parents, including your parent's occupation and job title, and the education level they received. If your parent attended college, you'll need to know the name and location of the college they attended, as well as what degree they received and when.

A list of academic honors

You can include up to 5 academic honors you received during high school. You'll need to include the honor's title, when you received it, and the level of recognition you received (regional or national, for example).

A list of your activities

You have the option to enter up to 10 activities you participated in during high school. These activities might include family responsibilities, jobs, volunteer work, clubs, sports, hobbies, and more.

For each activity you'll list: the years of participation, hours per week and weeks per year spent on the activity, position/leadership held, and a brief description.

Parent information

- Occupation
- Job title
- Education level
- Name of college(s) attended
- College location
- Degree earned
- Year degree earned

Use this space to jot down a few activities you want to report in your application.

1. _____
2. _____
3. _____
4. _____
5. _____

COLLEGE APPLICATION CHECKLIST

Is my PERMISSION FORM TO RELEASE TRANSCRIPTS on file? Yes No

deadline									
type of app: CA/School/SendEdu									
application submitted									
application fee paid									
transcript ordered									
SAT scores ordered									
ACT scores ordered									
essays submitted									
resume submitted									
teacher recommendation submitted									
counselor recommendation submitted									
FL residency form submitted									
any other school required docs									
application status marked in Naviance									
confirmed school has all app materials									
thank-yous sent to recommenders									
MYR requested from counselor									
MYR transcript ordered									
housing application/deposit submitted									
respective financial aid app submitted									
admission decision in Naviance									
w/draw apps from those not chosen									

OTHER THINGS TO DO:

- Registered with NCAA Yes N/A
- Sent transcript to NCAA Yes N/A
- Completed FAFSA (Oct) Yes N/A
- Returned BF Authorization (Nov) Yes N/A
- Did online FFAA for Bright Futures (Nov) Yes N/A
- Community service approved (March 1) Yes N/A
- Ordered Final Transcript (May 1) Yes N/A
- Sent AP scores (July) Yes N/A

NOTES:

COLLEGE COMPARISON WORKSHEET

COLLEGE NAME			
ACADEMICS <input type="checkbox"/> accreditation <input type="checkbox"/> class sizes <input type="checkbox"/> internships <input type="checkbox"/> majors/core <input type="checkbox"/> programs			
ACTIVITIES <input type="checkbox"/> athletics <input type="checkbox"/> Greek Life <input type="checkbox"/> organizations			
ADMISSION <input type="checkbox"/> deadlines <input type="checkbox"/> notification <input type="checkbox"/> requirements			
COST <input type="checkbox"/> tuition and fees <input type="checkbox"/> room and board <input type="checkbox"/> books/supplies <input type="checkbox"/> transportation <input type="checkbox"/> miscellaneous			
ENVIRONMENT <input type="checkbox"/> 2yr/4yr <input type="checkbox"/> affiliation <input type="checkbox"/> enrollment <input type="checkbox"/> gender			
FACILITIES <input type="checkbox"/> academic <input type="checkbox"/> recreational <input type="checkbox"/> technological			
FINANCIAL AID <input type="checkbox"/> deadlines <input type="checkbox"/> reqs to keep them <input type="checkbox"/> types of			
HOUSING/MEAL PLAN <input type="checkbox"/> availability <input type="checkbox"/> costs <input type="checkbox"/> deadlines			
LOCATION <input type="checkbox"/> acreage <input type="checkbox"/> distance <input type="checkbox"/> urban/rural			

SPECIAL NOTES _____

FINANCIAL AID COMPARISON WORKSHEET

	SCHOOL 1	SCHOOL 2	SCHOOL 3
NAME			

COST OF ATTENDANCE	SCHOOL 1	SCHOOL 2	SCHOOL 3
Tuition			
Fees			
Room			
Board			
Books			
Supplies			
Transportation			
Personal Expenses			
Other			
TOTAL COST			

FINANCIAL AID	SCHOOL 1	SCHOOL 2	SCHOOL 3
Nonrepayables: Scholarships			
Grants			
Loans: Stafford/Federal Direct			
Federal Perkins			
Other			
Employment: Federal Workstudy			
Job			
Programs: Florida Pre-paid			
Bright Futures			
Other Sources: Savings			
Family			
Organizations			
Military			
TOTAL AID			

NOTES:

TEACHER RECOMMENDATION REQUEST

IMPORTANT!

Recommendations must be requested **10 working days** prior to your deadline to insure timely submission.

Please attach a copy of your current résumé with this form.

Your full legal name: _____

College/University: _____

Your teacher should expect an email from:

Common App SEND Edu College/University Academy

This is for: Admission A Scholarship (Details about the scholarship is attached.) Both

This needs to be submitted by: _____

College/University: _____

Your teacher should expect an email from:

Common App SEND Edu College/University Academy

This is for: Admission A Scholarship (Details about the scholarship is attached.) Both

This needs to be submitted by: _____

College/University: _____

Your teacher should expect an email from:

Common App SEND Edu College/University Academy

This is for: Admission A Scholarship (Details about the scholarship is attached.) Both

This needs to be submitted by: _____

Please note any specifics you would like the teacher to emphasize in the recommendation.



Name _____

Student Autobiography

Please take time to answer each of these questions with as much detail as possible. This information will be used to help create letters of recommendation for schools and scholarships. Feel free to attach additional sheets if necessary to answer questions completely and to attach your resume.

Colleges Applying To & Application Deadlines

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1. Intended college major or area of interest _____

2. Describe your educational and career goals _____

3. List extracurricular activities including clubs, honor societies, sports, etc. and the years you participated.
Example- JV Basketball (9, 10) Varsity Basketball (11)

_____	_____
_____	_____
_____	_____
_____	_____

4. List any leadership positions you have held in the above activities along with a summary of duties performed for the position. _____

5. List any honors, prizes, or awards you have received during high school. _____

6. Are there any outside circumstances (in your recent experience or background) which have interfered with your academic performance? _____

7. List 3 adjectives that describe you. _____

8. Outside of school, have you participated in any significant community service, internship, or life experience? Please describe. _____

9. What do you consider your greatest strength? _____

10. What do you consider your greatest weakness and how have you worked to overcome it? _____

11. Is there any other information you would like to share about yourself that will help provide a better picture of who you are? _____

12. How would your friends describe you? What would they say are your strengths? _____

