

# APPLYING TO PRIVATE COLLEGES & REQUESTING LETTERS OF RECOMMENDATION

CLASS OF 2025

Presented by IHS Counseling Department

# PRIVATE COLLEGES

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- ❑ Private colleges are **not part of a “system”** of colleges.
- ❑ Private colleges **usually cost more** than public colleges.
- ❑ Private colleges **usually have more money** to offer grants and **scholarship** opportunities.
- ❑ Private college **deadlines and application plans vary greatly**.
- ❑ 2022-23 Guide to CA Independent and Private Colleges
- ❑ 2022-23 Transfer Guide

# APPLYING TO PRIVATE COLLEGES

- **READ** application(s) **thoroughly**.
- Verify if the college to which you are applying requires a **supplemental application**.
- Become familiar with **admission plans (Regular, Rolling, Early Decision, Early Action)**
- Private colleges will expect that you **understand** admission plans

# Early Decision vs. Early Action

- Early decision plans are binding – a student who is accepted as an ED applicant must attend the college.
- Early action plans are non binding – students receive an early response to their application but do not have to commit to the college until the normal reply date of (typically) May 1.

# THE COMMON APPLICATION

[www.commonapp.org](http://www.commonapp.org)

**More than 1000  
Public and  
Private Schools  
Utilize the  
Common  
Application**

The image shows a screenshot of the Common App website. At the top, the 'common app' logo is on the left, and navigation links for 'FIND A COLLEGE', 'Plan for college', 'Apply to college', and 'Support your students' are on the right. There are also 'Sign in' and 'Create an account' buttons. The main heading reads 'Your future starts here'. Below this, a sub-headline says 'Apply to college for the first time or transfer to complete your degree. Navigate your entire college application journey with Common App.' A 'Start your application' button is visible. At the bottom, there is a search bar with the text 'Explore more than 1,000 colleges on Common App' and a search icon. Below the search bar, there are filter options for 'Search by filter (optional)', including 'Accepts first-year applications', 'Accepts transfer applications', 'Public', 'Private', 'Small (2,000 and under)', 'Medium (2,001 to 14,999)', 'Large (15,000+)', 'Rural', 'Suburban', 'Urban', 'HBCU', and 'Hispanic-serving institution'. A 'Start' button and a link 'Or view all colleges >' are at the bottom of the search section.

# COMMON APPLICATION

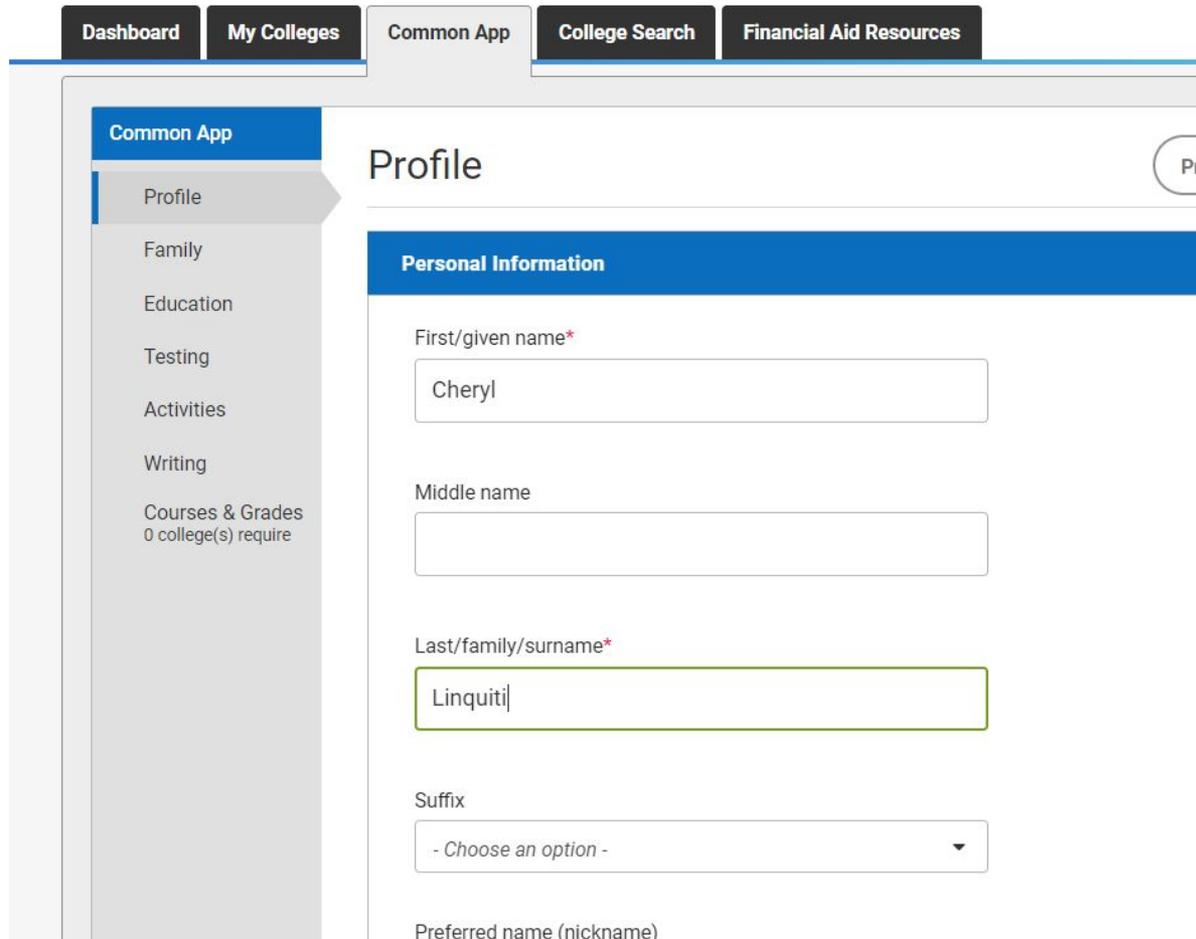
## □ Your Part

- Create an Account (**Opens August 1, 2024**)
- Complete Application (**Most college deadlines are between November and February**)
- Invite Your Recommenders (**AFTER** asking in Person) (**FALL**)

## □ Parts You Will Need Assistance With

- School Report (Counselor); Letters of Recommendation (Counselor and/or Teacher) (**FALL**)

# COMPLETE APPLICATION



Dashboard My Colleges Common App College Search Financial Aid Resources

Common App

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades  
0 college(s) require

## Profile

Pr

### Personal Information

First/given name\*

Middle name

Last/family/surname\*

Suffix

Preferred name (nickname)

# INVITE RECOMMENDERS (FALL)

**Teachers:** Ask in person and then send the invite on the Common Application. Each teacher may have a separate process. **Ask Early** - some teachers will set a limit to the number of letters they write.

**Counselors:** [Counselor Letter of Recommendation Process](#) Make sure you enter your counselor's email correctly. If you mistype the email address, your counselor will not be aware of your application and will not have access to it.



A screenshot of the Common App user interface. At the top, there is a navigation bar with tabs for "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". Below this, a sidebar on the left lists options under "My Colleges" (Chapman University), "Application" (Questions, Recommenders and FERPA), and "Review and Submit - Common App". The main content area is titled "Recommendations &amp; FERPA" and shows a "✓ FERPA Release Authorization" with a "View Details" link. Below that, the "Invite Recommenders" section includes a description and a blue "Invite Recommenders" button. The "Counselor" section includes a description and a blue "Invite Counselor" button.

# LETTERS OF RECOMMENDATION

- ❑ Private colleges generally require **recommendations** from your counselor and one or two teachers.
- ❑ You are responsible for determining the letters and forms that are required by reading the application thoroughly.
- ❑ Verify deadlines prior to making your request for application assistance.
- ❑ *Make all requests for recommendations in person!*

# FERPA

**Release of Authorization:**  
FERPA form must be completed in order for us to communicate and or submit information on your behalf to colleges.

✕ 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 after any recommendation or application submission.**\*

Signature \* Cheryl Linquiti

Date \* May 18, 2021 

Date uses "month day, year" format

[Back](#) [Save and Close](#)

# SCHOOL REPORT FORMS



- Report Forms are usually required and can be found in the application. (Included in Common Application for Common App Schools)
- You may find separate forms for teachers and counselors.

# 2024-25 Common App Essay Prompts

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

# REQUESTING COUNSELOR RECOMMENDATIONS

- For **COUNSELOR** recommendations:
  - Complete IHS Letter of Recommendation Survey on **Naviance (SUMMER)**
  - Complete or update your Resume on **Naviance (SUMMER)**
  - Window to Request a Letter of Recommendation from Counselors opens September 16, 2024 and closes on October 11, 2024.
  - Review Transcript on Aeries
  - Meet with your counselor (**once the above items are complete**)

# COUNSELING

Welcome to the Irvine High Counseling Department Website. Our mission is to provide academic, personal and social, and college and career planning support to all students. The Irvine High Counseling Team works collaboratively with all students, parents, administration, teachers, and the community to prepare students for their post-high school goals. We look forward to working with our students and families this school year.

**Irvine High School Counseling**

 Mr. Coia - Counselor	 Mr. O'Connell - Counselor	 Ms. Keller - Mental Health Specialist	 Mr. Ruiz - College and Career Specialist
 Mrs. Martinez - Registrar		 Mrs. Klamberg - Counselor	 Mr. Davis - Counselor
 Mrs. Russell - Counseling Clerk	 Mrs. Melina - Admin	 Mrs. Linguetti - Counselor	 Ms. Medina - Project Success



## QUICKLINKS

- Counseling Staff
- Counseling Program
- New Family Information
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade
- Naviance
- Community Resources
- Community Service Recognition
- Course of Study
- Transcripts
- Enrollment Process
- Dual Enrollment
- Financial Aid Information
- IUSD Student Support Services
- Mental Health/Wellness Services and Resources

# Welcome to Naviance Student.



## Please choose your user type.

This allows Naviance to help you log in the way your school and district prefers.



Student



Parent or  
Guardian



Alumni



Guest

I'm new and need to register!

 [About Me Home](#)

**Account**



[My Account](#)

You are logged in as **Demo Linquiti** at  
Irvine High School

Documents and Notes

[Resume](#)

[Goals](#)

[Portfolio](#)

[Journal](#)

[Test Scores](#)

[Documents Shared with Me](#)

Surveys

[Surveys from Your School](#)

[Game Plan Survey](#)

[Graduation Survey](#)

## Resume

[Add/Update Sections](#) [Print/Export Resume](#)

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.



We noticed you haven't created a resume yet. To get started, select the Plus button.

 About Me Home

### Account

My Account

You are logged in as **Demo Linquiti** at  
Irvine High School

### Documents and Notes

Resume

Goals

Portfolio

Journal

Test Scores

Documents Shared with Me

### Surveys

Surveys from Your School

Game Plan Survey

Graduation Survey



## My Surveys

### Filter by

All progress 

Graduation Survey

NOT STARTED

IHS Letter of Recommendation Survey

NOT STARTED

Senior Survey Class of 2021

NOT STARTED

# TIPS TO CONSIDER

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- Read applications and instructions.
- Verify and adhere to all timelines.
- Use **one name only** and an active email address.
- Complete the financial aid process.
- Research and apply for scholarships.
- Organize your educational and activity records.
- Stay on task.

# AND...CLARIFY, REFINE, NARROW YOUR LIST



- ❑ Seniors spend innumerable hours preparing applications to private colleges to which they have no intention of attending.
- ❑ Discuss and consider your school choices with your parent(s) and/or guardian(s).

# IT IS YOUR RESPONSIBILITY TO:

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- *Make all requests in person!*
- Read your applications thoroughly.
- Follow instructions.
- Provide all required information.
- Do **NOT** miss required deadlines!

# THINGS YOU CAN DO OVER THE SUMMMER

- Letter of Recommendation Survey (Naviance)
- Create a Resume and/or Brag Sheet
- Common Application (**August 1, 2024**)
- Finalize College List and Visit Colleges
- Apply for Scholarships
  - Naviance National Scholarship Search
  - fastweb.com
  - collegeboard.com
  - IHS website > Counseling > Financial Aid & Scholarships



Questions?