

# APPLYING TO PRIVATE COLLEGES & REQUESTING LETTERS OF RECOMMENDATION



**CLASS OF 2023**

Presented by IHS Counseling Department  
9/2022

# PRIVATE COLLEGES & UNIVERSITIES

Private colleges are **not part of a “system”** of colleges.

Private colleges may **differ in cost, financial aid and scholarship opportunities**

Private college **deadlines and application plans vary.**

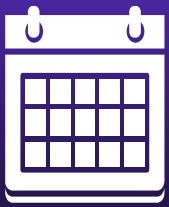
<https://aiccu.edu/page/CollegeGuides>

# APPLYING TO PRIVATE COLLEGES

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READ application(s) thoroughly.

Understand **Admission Plans** (Early Decision, Early Action, Regular Decision, Rolling Admissions, etc.)



# Application Deadlines

## Regular Decision

- Standard deadline for colleges

## Rolling

- Considers each application as soon as all required information has been received

## Early Action

- Considered non-binding – You will receive your admission decision earlier, but you are not required to attend

## Restrictive Early Action

- Similar non-binding deadline; however, you cannot apply Early Action or Early Decision to any other college

## Early Decision

- Binding decision – if you are admitted, you must attend the college

*\* Please check the websites of the individual colleges to clarify their application deadline policies*

# REFINE AND NARROW YOUR LIST



Seniors spend too many hours preparing applications to private colleges to which they have no intention of attending.

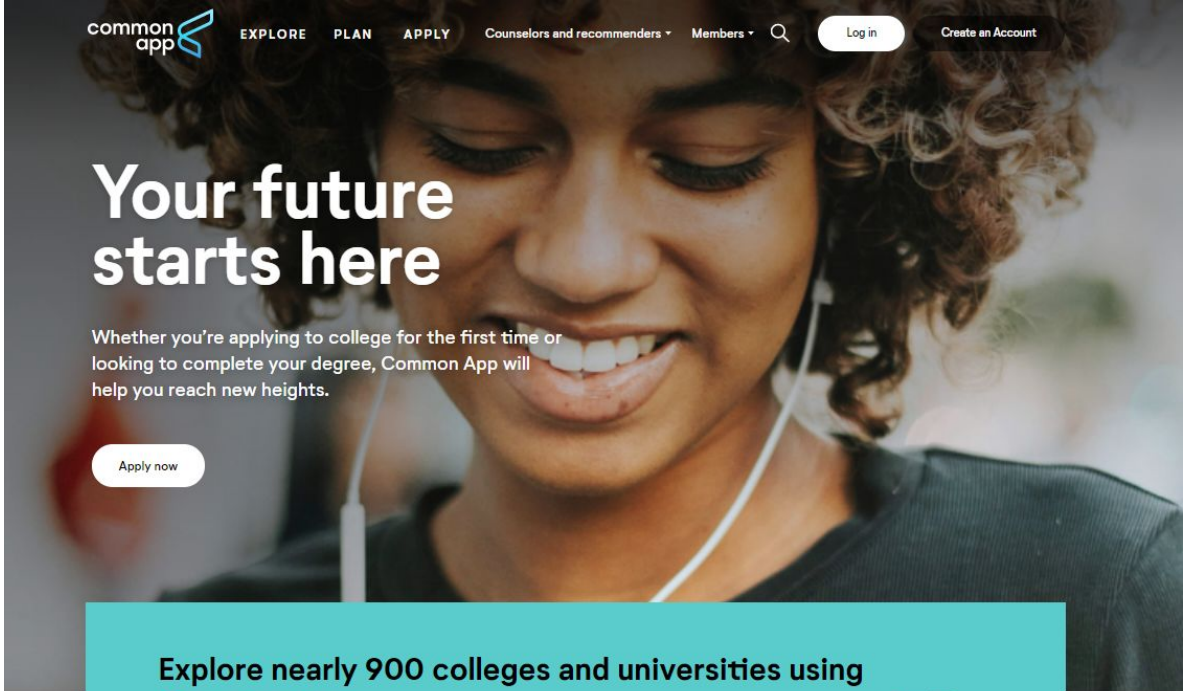
Be able to explain why you are applying to each college.

Discuss and consider this option with your parent/guardian.

# COMMON APPLICATION

www.commonapp.org

**900+ Private  
Schools Utilize  
the Common  
Application**



The screenshot shows the Common App website homepage. At the top left is the 'common app' logo. The navigation menu includes 'EXPLORE', 'PLAN', 'APPLY', 'Counselors and recommenders', 'Members', a search icon, a 'Log in' button, and a 'Create an Account' button. The main heading reads 'Your future starts here'. Below this is a sub-headline: 'Whether you're applying to college for the first time or looking to complete your degree, Common App will help you reach new heights.' A white 'Apply now' button is positioned below the sub-headline. At the bottom of the page, a teal banner contains the text 'Explore nearly 900 colleges and universities using Common App' and a search bar with the placeholder text 'Enter college name, city, state or country'.

common app EXPLORE PLAN APPLY Counselors and recommenders Members Log in Create an Account

## Your future starts here

Whether you're applying to college for the first time or looking to complete your degree, Common App will help you reach new heights.

Apply now

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Enter college name, city, state or country

# COMMON APPLICATION

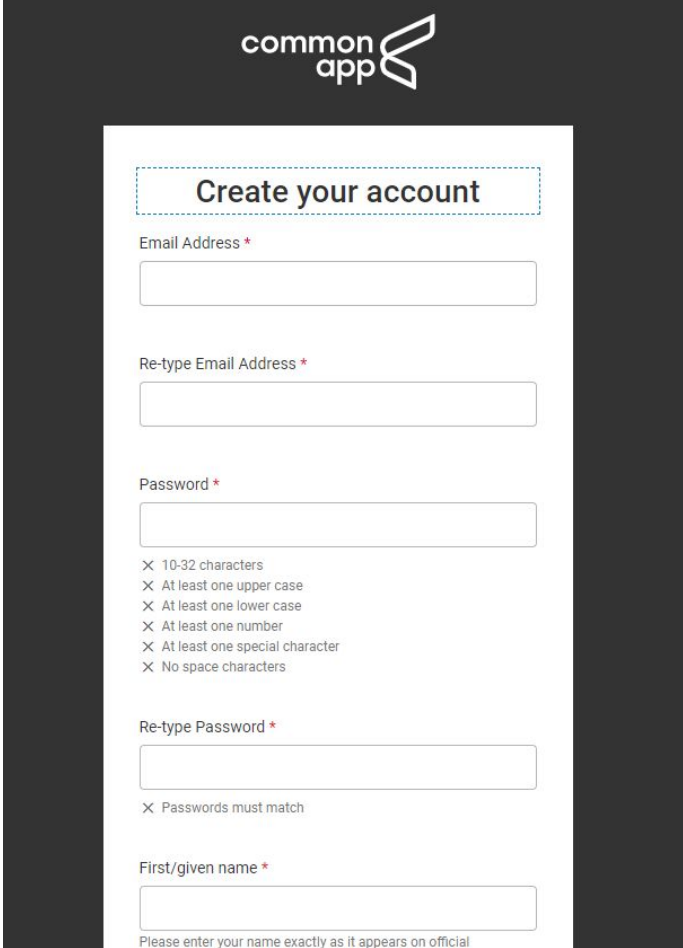
## **Your Part**

- Create an Account
- Complete Application
- Invite Your Recommenders
- Review Transcript

## **Parts You Will Need Assistance With**

- Letters or Recommendation (Counselor and/or Teacher) and School Report

# CREATE AN ACCOUNT

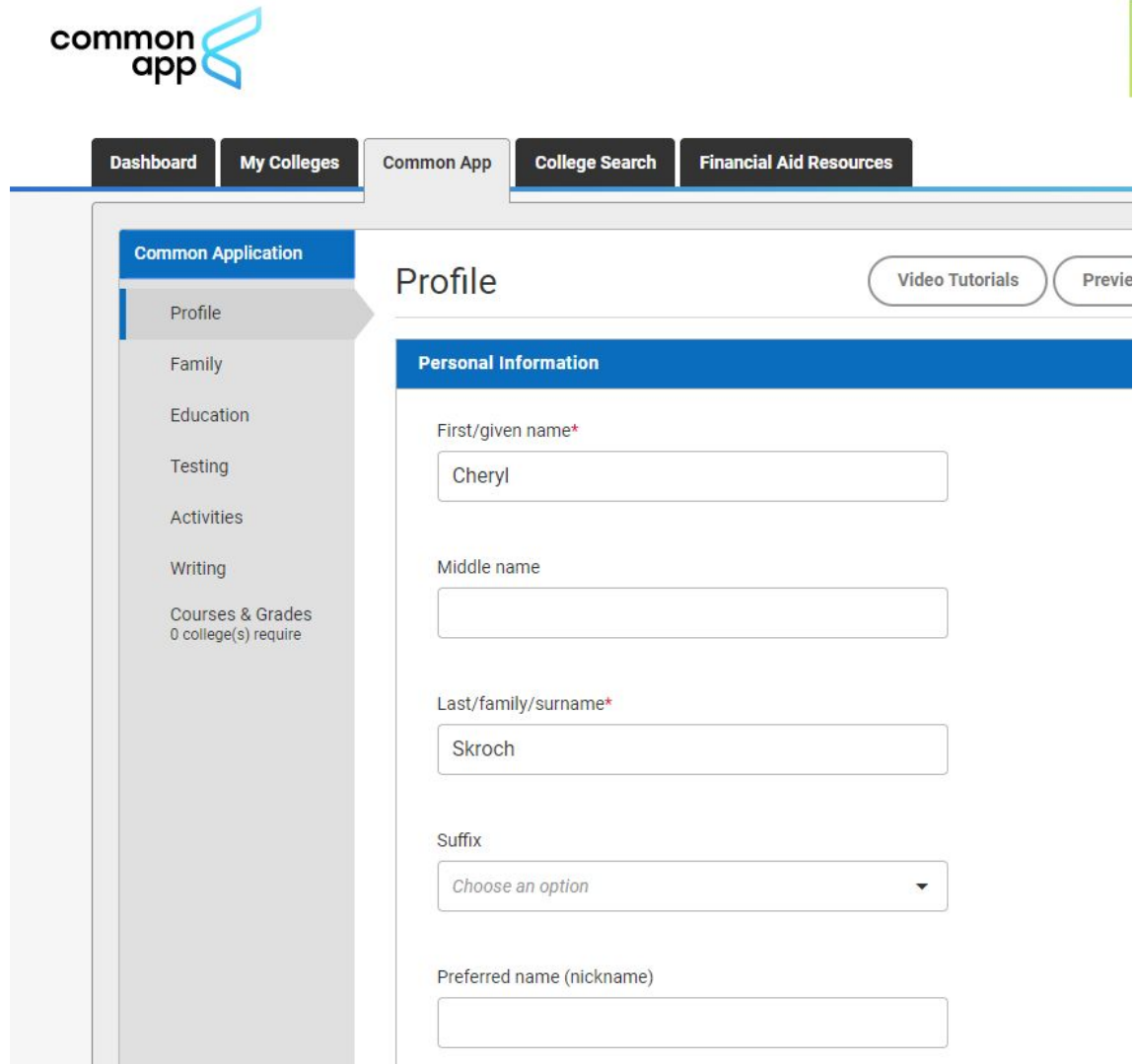


The image shows a screenshot of a web form for creating an account on the 'common app' platform. The form is titled 'Create your account' and is set against a dark background. It contains several input fields and validation messages:

- common app** logo at the top right.
- Create your account** title in a dashed box.
- Email Address \*** with an empty input field.
- Re-type Email Address \*** with an empty input field.
- Password \*** with an empty input field.
- Validation messages for the password field:
  - × 10-32 characters
  - × At least one upper case
  - × At least one lower case
  - × At least one number
  - × At least one special character
  - × No space characters
- Re-type Password \*** with an empty input field.
- Validation message for the re-type password field:
  - × Passwords must match
- First/given name \*** with an empty input field.
- Instruction at the bottom: **Please enter your name exactly as it appears on official**



# COMPLETE APPLICATION



The image shows a screenshot of the Common App website's profile page. At the top left is the Common App logo. A navigation bar contains buttons for Dashboard, My Colleges, Common App (selected), College Search, and Financial Aid Resources. A left sidebar lists application sections: Common Application (selected), Profile, Family, Education, Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The main content area is titled 'Profile' and includes buttons for 'Video Tutorials' and 'Preview'. Below this is a 'Personal Information' section with five input fields: 'First/given name\*' (Cheryl), 'Middle name' (empty), 'Last/family/surname\*' (Skroch), 'Suffix' (Choose an option dropdown), and 'Preferred name (nickname)' (empty).

common app

Dashboard My Colleges Common App College Search Financial Aid Resources

Common Application

Profile Profile

Family

Education

Testing

Activities

Writing

Courses & Grades  
0 college(s) require

Profile [Video Tutorials](#) [Preview](#)

**Personal Information**

First/given name\*

Middle name

Last/family/surname\*

Suffix

Preferred name (nickname)

# EDUCATION

## Education

[Video Tutorials](#)[Preview](#)

Current or Most Recent Secondary/High School ▼

Other Secondary/High Schools ▼

**Colleges & Universities ▲**

If you have ever taken coursework at a college or university, please indicate the number of colleges.\*

1 ▼

College 1\*

*Irvine Valley College  
5500 Irvine Center Dr  
Irvine, CA 92618-0300  
USA*

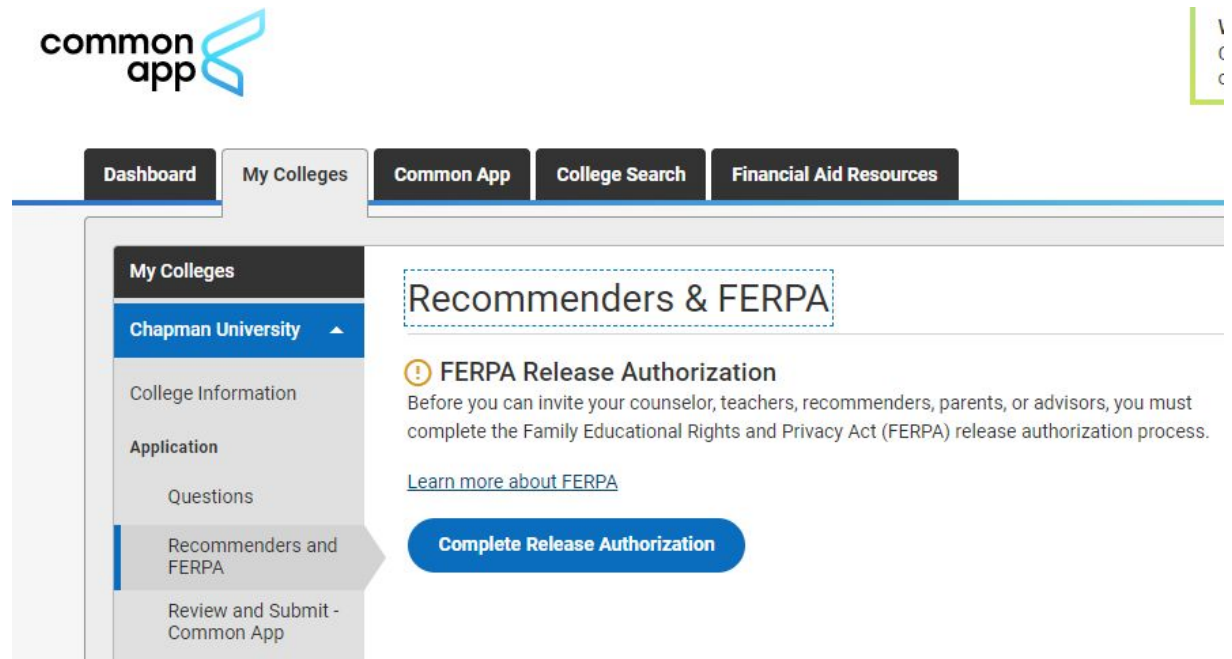
*2-year or community college  
CEEB Code : 3356*

 [Change](#)

 [Remove](#)

# FERPA

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



The screenshot displays the Common App user interface. At the top, the 'common app' logo is visible. Below it, a navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'My Colleges' dropdown menu is open, showing 'Chapman University' as the selected college. Underneath, a list of options includes 'College Information', 'Application', 'Questions', 'Recommendations and FERPA' (which is highlighted), and 'Review and Submit - Common App'. The main content area features a section titled 'Recommendations & FERPA' with a warning icon and the heading 'FERPA Release Authorization'. The text explains that users must complete the FERPA release authorization process before inviting counselors, teachers, recommenders, parents, or advisors. A link for 'Learn more about FERPA' is provided, and a prominent blue button labeled 'Complete Release Authorization' is positioned at the bottom of the section.

# INVITE RECOMMENDERS (AFTER ASKING “IN PERSON”)



Welcome  
CAID 2  
cheryl:

The screenshot shows the Common App user interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'My Colleges' tab is active, and a sidebar on the left lists options for Chapman University, including College Information, Application, Questions, Recommenders and FERPA (highlighted), and Review and Submit - Common App. The main content area is titled 'Recommenders & FERPA' and contains a green checkmark icon next to 'FERPA Release Authorization' with a 'View Details' link. Below this is the 'Invite Recommenders' section, which includes a description: 'Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).' A blue button labeled 'Invite Recommenders' is positioned below the text. Further down, there is a yellow warning icon next to the 'Counselor' section, which states: 'You must invite a school Counselor who will complete the School Report and other forms for you.' A blue button labeled 'Invite Counselor' is located at the bottom of this section.

# Irvine High School Does Not Rank Students

- Within IUSD we do not rank our students. The difference between the student who ranked 10th and the one who ranked 20th is often less than 0.10 grade point and can be very misleading.

**SENIOR CLASS SIZE: 411**

# LETTERS OF RECOMMENDATION

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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. If a letter of recommendation is not required, your counselor will not be able to provide one.

Identify decisions on Common Application for each college you are applying to prior to your counselor appointment.

# TEACHER RECOMMENDATIONS

For **TEACHER** recommendations:

- Each teacher may have a separate process. **Ask Early** - some teachers will set a limit to the number of letters they write.
- Choose carefully and consider those who know you well.
- Consider teachers in academic subjects who can write about your academic strengths.

# COUNSELOR RECOMMENDATIONS

For **COUNSELOR** recommendations:

- Complete the Letter of Recommendation Form for your assigned counselor.
- Naviance - Complete IHS Letter of Recommendation Survey
- Naviance - Complete or update your Resume
- Review transcript on Aeries
- Meet with your counselor  
(once the above items are complete)





# Step 1: Request a Letter for Recommendation from your Counselor

## Step 1: Request a Letter for Recommendation from your Counselor

Complete the request form for your counselor or see your counselor in-person to complete the form..

Mr. Davis	<a href="https://forms.gle/jN1dqfbM7PwgV2vF7">https://forms.gle/jN1dqfbM7PwgV2vF7</a>
Mrs. Klamberg	<a href="https://forms.gle/mVADyJPWK4id7uqL6">https://forms.gle/mVADyJPWK4id7uqL6</a>
Mrs. Linquti	<a href="https://forms.gle/Up5xgu5auY7ADpdG9">https://forms.gle/Up5xgu5auY7ADpdG9</a>
Mr. O'Connell	<a href="https://forms.gle/nHzZjtMvNv6aEmJa7">https://forms.gle/nHzZjtMvNv6aEmJa7</a>
Mr. Cota	<a href="https://forms.gle/QTwcQ3YFu2bG8r71A">https://forms.gle/QTwcQ3YFu2bG8r71A</a>

Invite your counselor to be a Counselor Recommender on your Common Application. Please see this [INFORMATION SHEET](#) to help you complete your Common Application.

## Step 2: Complete IHS Letter of Recommendation Survey and Resume on Naviance

Log into [Naviance](#), Go to **About Me/Surveys** and complete the Letter of Rec. Survey

Go to the **About Me** tab in Naviance and complete your resume.

\*You can also provide your own resume if you have one separate from Naviance.

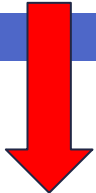
# Complete Letter of Rec Survey



The screenshot displays the Naviance user interface. At the top, the Naviance logo is on the left, and navigation links for Home, Self-Discovery, Careers, Colleges, and Planner are in the center. On the right, there are icons for a heart, a speech bubble, an envelope, a user profile (labeled 'ZA About Me'), and a 'LOG OUT' button. A red arrow points to the user profile icon.

The main content area is divided into two sections. On the left is a 'Quick Links' sidebar with the heading 'INTERESTING THINGS ABOUT ME' and links for Resume, Documents, Journal, and Survey history. On the right is the 'My Surveys' section, which includes a 'Filter by' dropdown menu set to 'All progress'. Below the filter, a survey card is visible with the title 'IHS Letter of Recommendation Survey' and a status of 'NOT STARTED'.

# Complete Resume



## 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.

# Step 3: Review Transcript on Aeries



Your Counselor will electronically attach your transcript to your Common Application School Report and it is important that it is accurate.

If there are any errors on your transcript, please contact Mrs. Martinez: [angelinamartinez@iusd.org](mailto:angelinamartinez@iusd.org)

**Please note:** UC and CSU do not require an official transcript with initial application.

# STEP 4: Make an appointment with your Counselor during office hours

## Step 4: Make an appointment with your Counselor during office hours

Use the links below to make an appointment with your counselor **once steps 1-3 are completed**. *All decisions (early action, early decision, regular decision, etc.) need to be indicated on the Common Application prior to your meeting.*

Mr. Davis - [bit.ly/IHSDAVIS](http://bit.ly/IHSDAVIS)  
Mrs. Klamberg - [bit.ly/IHSKLAMBERG](http://bit.ly/IHSKLAMBERG)  
Mrs. Linquiti - [bit.ly/IHSLINQUITI](http://bit.ly/IHSLINQUITI)  
Mr. O'Connell - [bit.ly/IHSOCONNELL](http://bit.ly/IHSOCONNELL)  
Mr. Cota - [bit.ly/IHSCOTA](http://bit.ly/IHSCOTA)

All students with November 1<sup>st</sup> deadlines must meet with their counselor by **OCTOBER 14<sup>th</sup>**.

All requests made beyond the **October 14<sup>th</sup>** date will be handled on a first come, first served basis.

# Important Dates

- Students can schedule Counselor Appointments for Letters of Recommendation beginning Monday, September 12
- Wednesday, September 14 - Financial Aid Workshop HLG during Flex
- Thursday, September 22 - Mandatory Senior meeting in TA
- Wednesday, September 28 - [IUSD Financial Aid Night Webinar](#)
- UC and CSU Applications due Wednesday, November 30