

UHS Counselors

COUNSELOR RECOMMENDATION PACKET

When possible apply to COLLEGES using the "COMMON APPLICATION" found at:

www.commonapp.org

COMPLETE THE FOLLOWING BEFORE YOU SCHEDULE A COUNSELOR LETTER OF RECOMMENDATION APPOINTMENT:

1. Counselor Recommendation Packet ☐
2. Create Common App account ☐
 - a. Complete entire application (you can wait on the essays)
 - b. Add colleges you are applying to
 - c. Click on colleges to "Assign Recommenders" – Sign FERPA and enter my information
3. Login to NAVIANCE, click the "Colleges" tab, then "Colleges I'm Applying To" and add **ALL** schools (including UC's and CSU's) for data collection purposes ☐
4. Fill out, sign and bring any SSR's from schools **NOT** on the Common App with a **9 X 11 stamped and addressed envelope** (put NA in box if doesn't apply) ☐
5. For schools requiring transcripts to be sent, purchase through Mrs. Yang in the Records Office or at www.parchment.com. Please visit the "Students" Tab on the Uni High Website for more detailed information on ordering transcripts. Obtain receipt for proof of payment. ☐
6. Come to the Counseling Office with **completed packet** and **transcript receipt** to schedule a "Letter of Rec" appointment with me through Mrs. Cochran ☐

*****Packets must be completed and submitted to Mrs. Cochran in person at least three weeks before your first deadline (by December 3rd, 2018) Counselors will not be writing any rec letters over the winter break. WHICH MEANS THREE WEEKS PRIOR TO WINTER BREAK FOR A JAN 15th DEADLINE!!! If you request a letter after the deadline, your letter will be late.***

- If applying EARLY ACTION/EARLY DECISION schedule appt. for END OF SEPT-OCT-we will begin scheduling appointments on Monday, September 17th 2018
- If applying REGULAR DECISION please schedule appt. before DEC 3rd

BEFORE YOUR APPLICATION IS DUE YOU MUST ALSO:

1. SEND official SAT 1, SAT 2, and/or ACT score reports to each of the colleges you apply to (including UC's and Cal States) at www.collegeboard.com or www.act.org. ☐
2. If you completed coursework at a community college or university, arrange to send transcripts directly to the colleges to which you are applying. ☐

STUDENT INFORMATION

Name (legal):

“Everyday”/Nickname (if diff from legal):

UHS Student ID #: _____

Address:

Cell Phone #: _____

Email: _____

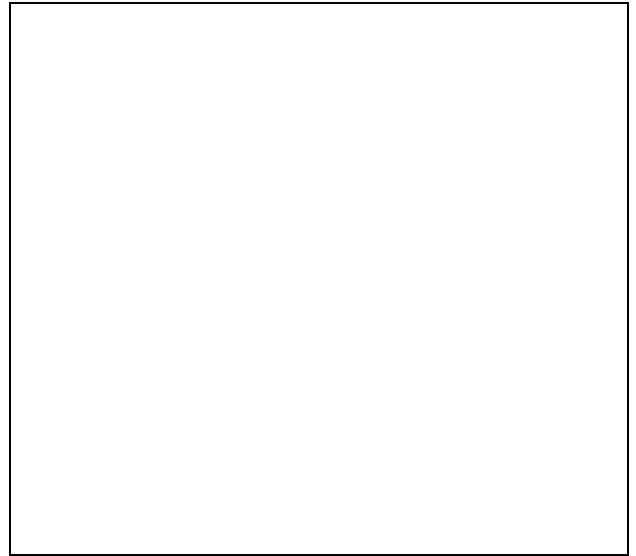


PHOTO OF YOURSELF

List colleges to which you are applying in order of top choice to back-up choices:

College Name	Early Decision, Early Action or Reg. Decision?	App. Due Date	Common App ? Specific School Form?	Major/Program Applying to (if known)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

***If you are applying to more than 12 colleges please think hard about your choices! Remember, college admission is a match to be made, not a prize to be won!*

TEST INFORMATION

Name _____ Stu. ID # _____

TEST SCORES: Complete the following or bring copy of scores from College Board or ACT.org

SAT I (Highest Total score in one sitting) _____ Date _____

Future SAT 1 Test Date _____

ACT (Highest Comp. Score in one sitting) _____ Date _____

Future ACT Test Date _____

SAT II Subject Tests (Include Future Test Dates)

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

AP Exams

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

Subj. _____ Score _____ Date _____

STUDENT RESPONSES

Please type your responses to the following questions. If you have a resume, please submit that in addition to your responses, but not in place of them.

1. Have you completed coursework at any other campus, like community college, a college, a specialized program (art, music, language), ROP, etc.? If so, describe the course and how it enhanced your education.
2. List any **awards** you received or achievements during high school (in order of importance to you). Include a brief description of the award, the selection process or how you earned it, when you received it, and what it means to you.
3. List any **extracurricular activities** (in order of importance to you) and describe your commitment to them and their significance to you.
4. List any **community service**. Include the time, locations and brief description of what you did, where you did it or what organization it was for, and how it affected you.
5. Tell me a **short story** that reflects your character OR tell me a short story describing one of the best moments of your life so far.
6. What **major** or area of study are you considering? How did you come to that decision? Do you have an experience in your intended major?
7. Are there any **personal or family struggles** that may help the admissions office better understand your life circumstances?
8. List **3 words/adjectives that describe you**. Cite examples that illustrate these characteristics.
9. How would your friends, teachers, coaches, etc. describe you?
10. Please tell me an interesting, fun fact about yourself.
11. What else do you want the colleges to know about you?

*****Please attach any drafts you have of essays/personal statements you are working on – if you feel comfortable sharing them with me.***

PARENT RESPONSES

Dear Parents:

Congratulations! You made it to your child's senior year and he/she is applying to private colleges! To help me get to know your child better for a more comprehensive letter of recommendation, please share anecdotes which would reveal more about his/her character and personality.

1. What makes you proud of your child? Please cite examples.
2. Explain how your child reacted to any unusual circumstances or situations in the family OR share how you've seen your child grow/mature in the last four years.
3. What are three words to describe your child? Cite examples.
4. Do you feel your child is self-motivated? Please give examples of times your child has been pro-active, or shown leadership/initiative/self-motivation.

Feel free to add any additional information you may want to share or feel I should know. Thank you for your time and thoughts!