

CSU/UC – After You Submit Your Applications

What happens next: You will receive an application acknowledgement e-mail from the campus(es) to which you applied. Follow instructions about when to send other documents. Check your e-mail regularly as you will receive information on your application status and, for some campuses, on setting up a web portal. If any campus needs additional information, they will communicate with you through the web portal or via e-mail.

1. Submitting Test (ACT/SAT) reports. In addition to writing in your test scores on the CSU application, you must request the testing agencies send official score reports to the CSU. Most of you have sent your SAT scores already.

To doublecheck that you have sent your SAT scores, log-in at College Board, click on the “My Tests” tab, then click on “My SAT Scores.” At the bottom of the next page, click on “Summary of Sent Scores.” As long as you have listed CSU Mentor, your scores will be available to all Cal State campuses. For those applying to UC campuses, as long as you have listed at least one UC campus, your scores will be available to all UC campuses. If you have not listed CSU Mentor and, if applicable, one UC campus, you must click on “Send Scores” and do so immediately, unless you are taking one of the December tests. In that case, you must update the registration for the December SAT or SAT subject tests to send the scores to CSUMentor (code 3594) and/or to at least one UC campus.

ACT – Check that you have sent your SAT scores to at least one CSU campus and, if you applied, to one UC campus. Once you have listed a CSU campus as an ACT score report recipient, you can include these results with your online admissions application and also share your scores with additional CSU campuses by using the ACT Scores Manager.

To use the ACT Scores Manager, you must log on with your CSUMentor account. From the CSUMentor home page, click “Send Your Test Scores to all CSU campuses.” Under “ACT” click “ACT Scores Manager” and complete the online form. If the system locates your ACT information, the ACT test information available for release will appear. You may select any of these ACT tests available for release and send them to any CSU campus or campuses. If a match is made from data in your undergraduate admissions application, available ACT test information will be displayed at the end of the application process and you may release these scores to the campus to which you are applying. If you have not yet arranged for your ACT scores to be sent to a CSU campus, you can learn how to request this at <http://www.actstudent.org/scores/send/index.html>.

2. Assessment Tests – All students who scored below a 550 on the SAT Critical Reading section or a 24 on the English section of the ACT must take the English Placement Test (EPT) assessment test. All students who scored below a 550 on the SAT Math section or a 23 on the ACT math section must take the Entry Level Math (ELM) assessment test. You can arrange to take these tests at any CSU campus. The cost for each test is \$18 and there is NO FEE WAIVER. If you want to take the test at Cal State East Bay, go to www.csueastbay.edu. In the search box, type ELM. From there, you will be able to register for the tests and access sample test questions.

Your scores on these tests do not affect your admission. They are only to place you in the correct level of English and math during your freshman year of college. **Do not put off taking these tests or you will not be able to register for classes until after everyone else.**

3. Check your e-mail often – The CSU’s will communicate with you by e-mail. They may request copies of your high school transcript or other information. They will let you know if any information they need is missing. **Failure to get the information to each campus by the deadline can result in your application for admission being denied.**

APPLYING TO PRIVATE COLLEGES AND OUT OF STATE PUBLIC SCHOOLS

1. Apply. Use either the school’s application or, if possible, the Common Application. www.commonapp.org . Nearly 400 different schools accept this application. If you are eligible for a fee waiver, click the NACAC fee waiver choice. You can get a paper fee waiver from Ilene when you return from winter break.
2. For recommendations, if it asks for the name of your counselor, list your advisor as your counselor. **GIVE YOUR ADVISOR A LIST OF SCHOOLS YOU ARE APPLYING TO THAT REQUIRES A RECOMMENDATION AND INCLUDE THE DUE DATE FOR THE APPLICATION.**
3. If the application asks for the names of the teachers who will be writing your recommendations, list the teachers next to your name on the attached list. Some teachers would like to write the recommendations over break. **CONTACT YOUR TEACHER RECOMMENDERS THIS WEEK TO LET THEM KNOW IF YOU WILL BE APPLYING TO SCHOOLS THAT REQUIRE A TEACHER RECOMMENDATION.** Give each teacher a list of the schools you are applying to and their due dates. (If you are not sure what schools you will be applying to, let the teacher know that as well and make arrangements to get the information to them as soon as possible.) Also give each teacher a detailed note listing some of your accomplishments in their class. What was some of your best work in the class? What were your projects/exhibits? How did you grow and change over the year or years you have known this teacher? How else did you contribute to the class – helping others, etc? **This is important.** Teachers see many students each day and they may not remember everything you did. Help them to write the best recommendation by reminding them of all of your work and progress. Bragging is fine.
4. Send your official SAT and/or ACT scores to each college. You can only do this by logging on to either the College Board or ACTStudent websites and sending your scores. Scores you report on your application are not official and will not be accepted.
5. If you are applying using the Common Application, we will send your transcript electronically. If the school needs the transcript to be sent in the mail, fill out a Transcript Request Form and paperclip to it an envelope addressed to the Office of Admissions of the College with a first class stamp on the envelope. The return address on the envelope should be: Envision Academy, 1515 Webster Street, Oakland, CA 94612. Give the form and envelope to Ilene or put it in the blue folder in the top mailbox in the office.
6. I am happy to review your applications before you submit them or answer any of your questions. You can e-mail me over the break if I can help in any way.

Happy holidays!
Ilene