The College Office recommends that students apply to a maximum of no more than 10 colleges. In addition to these 10 colleges, students interested in SUNY’s (State University of New York), CUNY’s (City University of New York), international colleges, and out of state Public Colleges may apply to as many of these colleges as they wish.

It is recommended that a student apply to a mix of schools that he or she is excited about and interested in but which might be very difficult to gain admission to, and to schools that the student has a strong chance of gaining admission.

Most colleges use the Common Application. Many colleges will also require supplements to the Common Application that applicants must complete. For more information regarding the Common Application please visit commonapp.org.

IMPORTANT DEADLINES

Information regarding which school you are applying to must be entered into your Naviance account and Transcript Request Forms must be submitted to the College Office by the following deadlines in order to properly process your requests on time:

- Early Action/Early Decision & College with Deadlines Earlier than December 1<sup>st</sup> (Including Macauley Honors): Friday, October 8<sup>th</sup>
- CUNY Applications: Wednesday, November 17<sup>th</sup>
- SUNY Applications: Wednesday, November 17<sup>th</sup>
- Deadlines of December 15<sup>th</sup> or later: Wednesday, November 17<sup>th</sup>

PLEASE BE AWARE: After the above deadline dates have passed, the Naviance System will be TURNED OFF and students will no longer be able to add colleges on to the system.
Brooklyn Technical High School
College Office Application Instructions

COMPLETING THE COLLEGE APPLICATION PROCESS

In addition to completing the actual application for the college(s) of your choice through COMMONAPP or directly through the college’s website, ALL students must also provide the College Office with information on each school in which you have applied (deadlines listed above), in order to have your Transcript, Secondary School Report and Counselor Letter of Recommendation sent to those schools to complete your application.

Steps to Follow:
1. Log in to your Naviance account from the BTHS homepage.
2. Select the “COLLEGES” tab and click on “COLLEGES I’M APPLYING TO”
3. Answer Either: “Yes, I DO waive my right to access, and I understand I will never see this recommendation” Or “No, I do not waive my right to access.”
4. Check “I authorize all secondary schools I've attended to release all requested records and authorize review of my application for the admission process indicated on my Common Application recommendation forms.” *(If this is not checked colleges will not receive any academic information and counselor recommendation.)*
5. Enter your Common Application Username and Password. **NOTE: Your Username and Password from Common Application must be the EXACT USER NAME and PASSWORD that you enter into the Naviance Account.**
6. Under “COLLEGES I’M APPLYING TO”, click on “ADD COLLEGES TO THIS LIST.” **Add ONLY colleges that you will DEFINITELY apply to.**
7. Select the name of the schools to which you are applying and indicate the type of applications they are (Early Decision, Early Action, Regular Decision):
   - **Early Decision-** Must be listed in Naviance by Friday, October 8, 2010
   - **Early Action-** Must be listed in Naviance by Friday, October 8, 2010
   - **Colleges with Deadlines on or before December 1st-** Must be listed on Naviance by Friday, October 8, 2010
   - **Regular Decision-** *(This includes applications with a deadline date of December 15th or later)* Must be listed in Naviance by Wednesday, November 17
8. **COMPLETE A TRANSCRIPT REQUEST FORM:** For each school you are applying to, you must also complete the appropriate Transcript Request Form and submit a paper copy of this form to the College Office. Forms can be obtained in the College Office (Room 7S5), online at the Naviance site or on the BTHS website, under College Office “Forms”.
9. For students applying **Early Decision/Early Action:**
   - You must also complete the “Parent/Guardian Consent Form for EA/ED” which needs to be signed and submitted to the College Office by Friday, October 8th. This form is MANDATORY for EA/ED.
   - The CSS (College Scholarship Service) Profile will be due for colleges that require it *(The CSS Profile is a financial aid form that is required for most private colleges.)*

**PLEASE BE AWARE:** After the above deadline dates have passed, the Naviance System will be TURNED OFF and students will no longer be able to add colleges on to the system.
INSTRUCTIONS FOR APPLYING TO CUNY/SUNY SCHOOLS
Deadline for informing the College Office of the CUNY/SUNY schools that you are applying to is Wednesday, November 17, 2010.

Applying to CUNY (City University of New York):
1. General CUNY applications must be submitted online at www.cuny.edu. CUNY information booklets are available in the College Office.
2. CUNY Honors (Macaulay Honors College)- APPLY to CUNY Honors online. If you are applying to CUNY Honors, do not complete a General CUNY application; your CUNY Honors application will automatically make you eligible for General CUNY Admission.
3. Inform the College Office of which CUNY schools you are applying to, by logging into your “Naviance” account from the BTHS homepage and adding these schools to the “Colleges I am applying to” section.
4. Students are responsible for submitting standardized test scores as well as application payment to CUNY.

CUNY and the CUNY Macaulay Honors College (City University of New York)
Students may apply to CUNY’s Macaulay Honors Program (offered at seven different CUNY colleges) or to General CUNY colleges. Students cannot apply to both the CUNY Macaulay Honors Program and to general CUNY colleges. The CUNY Macaulay Honors application must be completed online, and you are able to apply to only one of the seven Macaulay Honors College Program participants, Macaulay Honors at: Baruch College, Brooklyn College, City College, College of Staten Island, Hunter College, Lehman College, and Queens College. Please know that when applying to one of the CUNY Macaulay Honors colleges, you will first be considered for admission to that General CUNY college and then will be considered for that specific college’s Macaulay Honors program. For example, a student applying to Macaulay Honors at Baruch College will first be reviewed as a General CUNY Baruch applicant. If accepted to Baruch College, the student will then be evaluated for the Macaulay Honors Program at Baruch College. Admission to the various CUNY Macaulay Honors colleges is becoming more and more competitive.

Regarding the General CUNY colleges, you may apply to up to six individual CUNY colleges on one CUNY Application. For students interested in pursuing medicine, CUNY offers a B.A.-M.D. Program at Brooklyn College. Please visit http://depthome.brooklyn.cuny.edu/bamd/bamdmain.html to learn about Brooklyn College’s B.A.-M.D. program. In addition, CUNY offers the seven year B.S.-M.D. Sophie Davis Biomedical Program at the City College of New York. Be aware that the Sophie Davis program requires its applicants to take the ACT Plus Writing exam. Please visit http://www1.ccny.cuny.edu/prospective/med/ for additional information regarding City College’s Sophie Davis Biomedical Program.
Brooklyn Technical High School
College Office Application Instructions

Applying to SUNY (State University of New York):
1. Apply to SUNY online through either the common application or www.suny.edu website.
2. Supplemental SUNY applications will be available from the SUNY schools to which you apply. Visit commonapp.org for more information. Make sure to complete each SUNY college’s supplemental application.
3. Inform the College Office of which SUNY schools you are applying to, by logging into your “Naviance” account from the BTHS homepage and adding these schools to the “Colleges I am applying to” section.
4. COMPLETE A TRANSCRIPT REQUEST FORM: For each SUNY school you are applying to, you must also complete the “SUNY Transcript Request Form,” which can be obtained in the College Office (Room 7S5), online at the Naviance site or on the BTHS website, under College Office “Forms”.
5. Students are responsible for submitting standardized test scores as well as application payment to SUNY.
6. Your SUNY Teacher/Counselor Recommendation Letter: SUNY schools require only ONE letter of recommendation. Please indicate on the “SUNY Transcript Request Form” if you will be receiving this letter from a Subject Teacher or your Guidance Counselor. If your Subject Teacher is mailing a letter of recommendation for you, please provide him or her with stamped, addressed envelopes for each SUNY college, with the return address:

   Brooklyn Technical High School
   29 Fort Greene Place
   Brooklyn, NY 11217

INFORMATION ON PRIVATE COLLEGES AND OUT-OF-STATE PUBLIC COLLEGES

Deadline for informing the College Office of the Private Colleges and Out-of-State Public Colleges that you are applying to is Wednesday, November 17, 2010.
(See instructions on Page 35-36)

All colleges have their own application forms and processes. It is your responsibility to thoroughly read your college applications and to make sure that you are providing each college with everything it requires. In most cases, you will be able to access a college’s application at commonapp.org. If not, you will find the college’s application on its Admissions webpage. Please visit commonapp.org for more information on the Common Application.

1. The applications for these colleges can consist of several parts such as:
   a. Personal Information
   b. Essays
   c. Institutional Financial Aid Form
   d. Teacher Recommendations
   e. Secondary School Report Form
2. It is your responsibility to send your personal information, essays, and completed institutional financial aid form, and any application fees directly to the colleges to which you are applying. You must adhere to the various colleges’ deadlines.

3. Make sure you have adhered to each college’s guidelines regarding Teacher Recommendations. If your Subject Teacher is mailing letters of recommendation for you, please provide him or her with stamped, addressed envelopes for each college, with the return address:

   Brooklyn Technical High School
   29 Fort Greene Place
   Brooklyn, NY 11217

It is imperative that you accurately enter all Private Colleges and Out-of-State Public Colleges to which you are applying. After submitting your Private Colleges and Out-of-State Public Colleges choices on Naviance and submitting the appropriate Transcript Request Form, the College Office will automatically send each of those schools, your Transcript, Secondary School Report including your 1st term schedule and your Guidance Counselor Letter of Recommendation.

4. **Mid-Year Report: Your Mid-Year grades** (1st term senior year grades) are sent automatically to the colleges to which you’ve applied to electronically via Naviance. If a college that you have applied to does not accept electronic documents via Naviance, please complete the “Request for Mid-Year Report” and submit it to the College Office by Friday, January 28, 2011.

**EARLY DECISION (ED) / EARLY ACTION (EA)**

**Deadline for informing the College Office of Early Decision/Early Action Colleges that you are applying to is Friday, October 8th, 2010.**

1. Log in to your Naviance Account and complete “College Office Instructions for Completing the College Application Process” on pages 35-36.
2. Complete the “Early Deadline Request Form” and submit to the College Office by October 8th.
3. Complete the “Parent/Guardian Consent Form for EA/ED” and submit to the College Office by October 8th.
4. If your ED/EA college(s) requires that your College Counselor sign a form regarding the terms of the ED or EA application, please bring the form to the College Office. In most cases, your parent and you must sign the form first and then your College Counselor is the last required signature.
5. At least 4 weeks prior to the ED/EA deadline, inform the teachers who are writing your letters of recommendation that you are applying ED/EA – let them know your college’s specific ED/EA deadline (often November 1 or November 15).
6. If you have applied EA and/or ED, you will receive a response from the college(s) in mid-December. Once you have heard from your ED/EA college(s), please inform the College Office immediately regarding whether you were accepted, not accepted, or deferred to regular decision.
Colleges in the United Kingdom and other International Colleges

The college process is becoming more and more an international process. Great numbers of students from abroad are coming to the U.S. for college, and an increasing number of American students are choosing to attend college outside of the U.S. Many Brooklyn Tech students have applied to colleges in the U.K. If you are interested in this option, please visit the UCAS website at http://www.ucas.com/students/nonukstudents/. UCAS is similar to our Common Application and is used by many colleges in the U.K. Please know that the college process regarding universities outside of the U.S. can be very different than the “typical” American college process. Some deadlines can be as early as September of your senior year; it is your responsibility to meet these colleges’ requirements.

Remember:

Each student is responsible for having College Board (and/or ACT) send his or her SAT I Reasoning Test and SAT II Subject Test scores to all of the colleges to which he or she is applying. To avoid paying College Board multiple times for sending colleges your test scores, we recommend that you send scores to the colleges that you are applying to after you have completed all testing. Please remember that it will take several weeks for your scores to reach the colleges. Brooklyn Technical High School does not send standardized test scores to colleges. Please see collegeboard.com / act.org for more information regarding sending your test scores to colleges.