



## Francis Lewis High School

FLHS College Office Website:  
<http://routetocollege.com>




# Senior Bulletin

## Fall 2015

FLHS Student Naviance Account:  
<https://connection.naviance.com/flhs>

Please read and follow all instructions below in order to ensure that your transcript and application materials are sent out to your college choices in a timely fashion.


### I. STUDENT RESPONSIBILITIES

1. Complete the “**Tasks Assigned to Me**” (see below) under the “ **my planner**” tab on Naviance by **Monday, October 12<sup>th</sup>**:
  - a. Student Questionnaire
  - b. Résumé
  - c. Personal Statement
2. Apply to colleges **ONLINE** before the deadlines: see “Information Regarding Specific Applications” (p. 4)
3. Apply to no more than **20 colleges/universities** which may include eight (8) private and/or out-of-state colleges, six (6) SUNY colleges, and six (6) CUNY colleges.
4. Enter **ALL** colleges to which you are applying into the “**colleges I’m applying to**” section of your Naviance account (under the “**colleges**” tab).
5. Complete the **Transcript Request & Parent Consent Form** ([**PINK**] Early Action/Early Decision Form and/or [**GREEN**] Regular Decision Form).
6. For any colleges/universities (**except CUNY**) that have a **STAMP**  symbol next to their name under the “**Submissions**” column (which indicates the College Office will need to send your application materials by mail), you **MUST**:
  - a. Check  “**I am applying to a college/university that does not accept electronic submission of application materials (i.e. high school transcript, secondary school report)**” on Part I of the **Transcript Request & Parent Consent Form**.
  - b. Submit an envelope with **two (2) 49 cent stamps** addressed to the Undergraduate Admissions Office of EACH college/university of your choice that does not accept electronic submissions. ()
7. **If you did not attend a New York City public school during the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade**, you **MUST**:
  - a. Check  “**I have attended a non-NYC public high school (i.e. private, parochial, out-of-state school, etc.)**” on part of the **Transcript Request & Parent Consent Form**.
  - b. If you are applying to CUNY, submit the **CUNY Document Return Receipt** (see page 7)
  - c. Submit an envelope with **two (2) 49 cent stamps** addressed to the Undergraduate Admissions Office of EACH college of your choice (for CUNY, only 1 envelope is needed for CUNY/UAPC). Be sure to write the full address. **This is the only way we will be able to send your non-Francis Lewis High School transcript to your college choice(s).**
  - d. Print your name, date of birth, and your 9-digit OSIS # on the inside flap of the envelope.

8. You must use the Francis Lewis Address for the return address on envelopes addressed to all colleges/universities.

John Doe  
OSIS: 999999999  
DOB: 01/01/1995

Francis Lewis High School  
58-20 Utopia Parkway  
Fresh Meadows, NY 11365



Undergraduate Admissions  
Name of College  
Street Address  
City, State Zip Code

9. If required by the individual college, complete the online supplemental application.
10. **Pay the application fee(s)** or mail an application fee waiver to each college - colleges will not review your application until payment is received. *The College Office is **NOT** responsible for mailing, and will **NOT** mail, your payment or fee waiver(s) to colleges/universities.*
11. If any of the colleges you wish to apply to request a teacher recommendation, please follow the guidelines below:
- Ask your teacher **in person** and **at least four weeks** before your earliest college application deadline if he/she is willing to write a recommendation on your behalf.
  - Once your teacher has agreed to write a letter of recommendation for you, provide your teacher with a **[YELLOW] Teacher Recommendation Request Form** and copies of your (1) **Student Questionnaire**, (2) **Résumé**, (3) **Personal Statement**.
  - In the “**colleges I’m applying to**” section in your Naviance account, under **Teacher Recommendations**, select the names of the two (2) teachers who have agreed to write a letter of recommendation.
  - If two (2) of your teachers have agreed to write a letter of recommendation on your behalf, please do not request additional teacher recommendations.
  - For any colleges/universities that do not accept electronic submission (🇺🇸) of documents, provide the teachers with STAMPED ENVELOPES ADDRESSED to those colleges. The return address on those envelopes should be the address of Francis Lewis High School (see #8 above).
12. Send SAT/ACT scores to individual colleges through [collegeboard.com](https://collegeboard.com) or [actstudent.org](https://actstudent.org). Francis Lewis High School’s CEEB code is **331926**. *The College Office is **NOT** responsible for sending and will **NOT** send your SAT/ACT scores to colleges.*
13. **Check your Naviance account and your e-mail daily** for any requests or updates from the College Office or from any of the colleges that you applied to.

## II. SUBMITTING COLLEGE APPLICATION MATERIALS TO THE COLLEGE OFFICE

### 1. Early Action (EA)/Early Decision (ED) Applications:

Bring the following to the College Office on or before Monday, October 19<sup>th</sup>:

- a. Printed copies of your *Student Questionnaire*, *Personal Statement*, and *Résumé*.
- b. Printed "*colleges I'm applying to*" page from Naviance signed by your parent/guardian.
- c. Completed [PINK] **Francis Lewis Early Action/Early Decision Transcript Request & Consent Form** signed by you your parent/guardian.
- d. Stamped and addressed envelope, if necessary. See #8 of the **I. STUDENT RESPONSIBILITIES** section (p. 2).

### 2. Regular Decision Applications:

Bring the following to the Auditorium on or before your Designated Date (see schedule on page 7):

- a. Printed copies of your *Student Questionnaire*, *Personal Statement*, and *Résumé* (if you have not already submitted them with your Early Action/Early Decision application materials).
- b. Printed "*colleges I'm applying to*" page from Naviance signed by your parent/guardian.
- c. Completed [GREEN] **Regular Decision Transcript Request & Parent Consent Form** signed by you and your parent/guardian.
- d. Stamped and addressed envelopes, if necessary. See #8 of the **I. STUDENT RESPONSIBILITIES** section (p. 2).
- e. Do **NOT** bring your undergraduate admissions application or any form of payment to the College Office.

**ALL APPLICATION MATERIALS MUST BE SUBMITTED AT THE SAME TIME.**

**Please note:** Your application materials can be submitted **ON or BEFORE** your **DESIGNATED DATE**, **but no later than Friday November 20<sup>th</sup>**.

### III. INFORMATION REGARDING SPECIFIC APPLICATIONS

#### 1. CUNY (CITY UNIVERSITY OF NEW YORK) APPLICATION

[www.cuny.edu/apply](http://www.cuny.edu/apply)

- a. When creating a CUNY Portal account, be sure to include your Social Security Number. If you do not have a Social Security Number, CUNY will assign you an ID Number.
- b. CUNY allows up to 6 choices on one application.
- c. Make sure to **properly enter your 9-Digit OSIS Number on your online CUNY application** – this is how CUNY retrieves your Francis Lewis H.S. Transcript.
- d. List your CUNY college choices in order of preference.
- e. If applying to SEEK or College Discovery, you must meet the financial guidelines outlined on page 5. In addition, you must meet the academic guidelines specific to each college
- f. The fee is **\$65 for the entire application**.

#### 2. SUNY (STATE UNIVERSITY OF NEW YORK) APPLICATION

[www.suny.edu/applysuny](http://www.suny.edu/applysuny)

- a. Use the **common application** if you are only applying to the following SUNY colleges: Albany, Binghamton, Buffalo, Stony Brook, Brockport, Buffalo State, Cortland, Environmental Science & Forestry, Fredonia, Geneseo, Maritime, New Paltz, Old Westbury, Oneonta, Oswego, Plattsburgh, Polytechnic Institute (formerly SUNYIT), Potsdam, Purchase, Alfred, Canton, Cobleskill, Farmingdale, and Morrisville.
- b. For any other SUNY colleges not listed above, (i.e. Delhi, all SUNY Community Colleges, etc.), apply via [www.suny.edu/apply](http://www.suny.edu/apply)
- c. Make sure to **properly enter your 9-Digit OSIS Number on your online CUNY application** – this is how CUNY retrieves your Francis Lewis H.S. Transcript.
- d. If applying to EOP, you must meet the financial guidelines outlined on page 5. In addition, you must meet the academic guidelines specific to each college.
- e. The application fee is **\$50 per college**.
- f. Make sure to complete the **SUNY Supplemental Application if applying via [www.suny.edu/applysuny](http://www.suny.edu/applysuny)**.

#### 3. COMMON APPLICATION

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

- a. Add the colleges of your choice to your “Dashboard” including the SUNY colleges that participate with the Common Application.
- b. If applying to EOP and/or HEOP, you must meet the financial guidelines outlined on page 5. In addition, you must meet the academic guidelines specific to each college.
- c. The application fee may be **different for each college that participates with the common application**.

**IMPORTANT INFORMATION REGARDING YOUR COMMON APP & NAVIANCE ACCOUNTS**

- If you are using the Common Application, you must **MATCH your Common App. account to your Naviance Family Connection account** in order for your Francis Lewis High School transcript, School Report, and other important documents to be electronically sent to the colleges to which you are applying.
- Follow the directions on the **“Common App Account Matching”** section under the **“colleges I’m applying to”** section in your Naviance account.

**4. PRIVATE AND OUT-OF-STATE COLLEGE APPLICATION**

- a. If the college of your choice does not participate with the Common Application, visit the individual website to apply.
- b. The application fee is **different for each college**.
- c. If applying to HEOP, you must meet the financial guidelines outlined below. In addition, you must meet the academic guidelines specific to each college.

**EDUCATIONAL OPPORTUNITY PROGRAMS  
FINANCIAL ELIGIBILITY GUIDELINES**

Household Size (including head of household)	Total Annual Income in Previous Calendar Year
1	\$21,775
2	\$29,471
3	\$37,167
4	\$44,863
5	\$52,559
6	\$60,255
7	\$67,951
8	\$75,647

For households/families larger than 8, add \$7,696 for each additional person.

## IV. SCHOLARSHIPS

1. All Scholarship applications must be submitted to the College Office **at least 4 weeks** before the deadline.
2. Submit the completed **[BLUE] Scholarship Transcript Request & Parent Consent Form** signed by your parent/guardian to Ms. Lee in the College Office.
3. Check your Naviance Account for scholarship updates.

## V. FEE WAIVERS

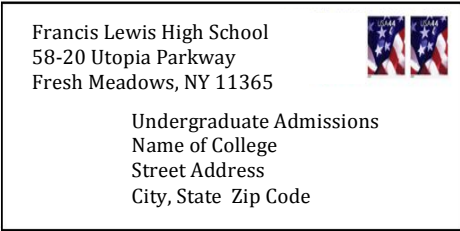
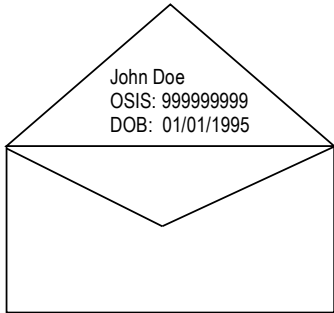
1. If you are in need of a fee waiver for SAT, ACT, TOEFL, or college applications bring in your parent/guardian's **1040 Federal Income Tax Return for 2014** AND a **print-out of the email that confirms that you have submitted the lunch form application**, to the College Office, Room 111. Additional documentation may be required.
2. Fee waivers are issued during **Periods 4 through 8 in September and October only**. No fee waivers will be issued in November during the collection of application materials. **NO EXCEPTIONS**.
3. Fee waivers are issued as follows:
  - Up to 2 SAT Reasoning Tests and up to 2 registrations for SAT Subject Tests
  - 2 ACT registrations
  - 1 for CUNY (1 fee waiver covers 6 CUNY colleges; CUNY fee waivers will be granted to students with the most financial need)
  - 4 for SUNY schools
  - 4 fee waivers for Private and Out-of-State college applications
  - All college application fee waivers should be requested at one time

## VI. SAT & ACT REGISTRATION

1. Register **online**:  
SAT: [www.collegeboard.com/SAT](http://www.collegeboard.com/SAT)  
ACT: [www.actstudent.org](http://www.actstudent.org)
2. Be sure to enter the Francis Lewis H.S. **CEEB code: 331926** when you register for the SAT and/or ACT. It is the **student's responsibility** to order (through the above-listed websites) that their score reports be sent to the colleges/universities.
3. **When ordering SAT or ACT score reports to be sent to CUNY, use CUNY UAPC (Code 2950)** to cover all the CUNY colleges. CUNY UAPC will then send your SAT or ACT scores to the individual CUNY colleges.
4. You are entitled to have four colleges receive your SAT scores at no cost. Select your four choices when you register for the SAT. You have only nine (9) days after taking the SAT's to take advantage of the four (4) free score reports.

## VII. MID-YEAR GRADES

1. For each college that requests mid-year grades, bring an envelope to the College Office in the beginning of January.
2. Affix **two 49 cent stamps** to each envelope and address the envelopes to the Undergraduate Admissions Office of the college.
3. **Print your name, date of birth, and your 9-digit OSIS #** on the inside flap of a regular size envelope.
4. You must use the Francis Lewis address for the return address on envelopes addressed to all colleges/universities



**Document Return Receipt**

September 6, 2013

**Instructions:** Print and mail this receipt along with any supporting documents required to complete your application. When possible, send all documents together in a single envelope. Please remember to affix proper postage. Mail your materials in a sealed envelope to the following address:

General Freshman Admission  
CUNY/UAPC  
P.O. Box 350136  
Brooklyn, New York 11235-0001

Please do not include a copy of your application with this document.

Check all the items included with this receipt.

---

**Students Educated Within the United States**

GED (Test Scores & Diploma)

SAT or ACT Score Report

Other \_\_\_\_\_

**Students Educated Outside the United States**

Secondary School Transcript(s)

TOEFL Score Report

Translation(s) of Academic Record(s)

Other \_\_\_\_\_

**Student Information**  
John Cuny  
12 Cuny Avenue  
New York, NY 10036  
Date of Birth: 02/26/1995  
Graduation Date: 2013

Application Control Number: W0008128202 (F)

CUNY Document  
Return Receipt

## VIII. 2015 COLLEGE APPLICATION SCHEDULE

Match the first letter of your last name to the day and period on the schedule listed below.  
 All your applications are due in the auditorium **ON or BEFORE** your **DESIGNATED DATE**.

**EARLY DECISION /EARLY ACTION APPLICATION FORMS  
 ARE DUE IN THE COLLEGE OFFICE NO LATER THAN MONDAY  
 OCTOBER 19<sup>TH</sup>**

DATE	PD. 2	PD. 3	PD. 4	PD. 5	PD. 6	PD. 7	PD. 8
Monday 11/16/2015	ABCDE	ABCDE	ABCDE	ABCDE	ABCDE	ABCDE	ABCDE
Tuesday 11/17/2015	FGHIJK	FGHIJK	FGHIJK	FGHIJK	FGHIJK	FGHIJK	FGHIJK
Wednesday 11/18/2015	LMNO	LMNO	LMNO	LMNO	LMNO	LMNO	LMNO
Thursday 11/19/2015	PQRSTU	PQRSTU	PQRSTU	PQRSTU	PQRSTU	PQRSTU	PQRSTU
Friday 11/20/2015	VWXYZ	VWXYZ	VWXYZ	VWXYZ	VWXYZ	VWXYZ	VWXYZ

**The College Office staff wishes you the best of luck on your road to college!**

Roberto Verástegui  
College Advisor

Stephen Tsai  
College Advisor

Approved: Annette Palomino Assistant Principal, Pupil Personnel Services