



TUSTIN HIGH SCHOOL

Letters of Recommendation Instructions

Only UC Berkeley and some Cal States will request a letter of recommendation depending on major. You will be invited to send in a letter of recommendation via email. Otherwise, it is not necessary to complete this packet.

The majority of private universities use the Common Application for admission purposes. The common application simplifies and streamlines the admissions process. Visit the website to determine which of your colleges use the Common Application.

How to create your Common App account:

1. Go to www.commonapp.org (DO NOT USE YOUR MYTUSD EMAIL)
2. Complete entire application
3. Add colleges you are applying to

Add Applications on to Naviance:

1. Login and click on "Colleges" tab
2. Click on "Colleges I'm Applying To"
3. Add all schools including UC's and CSU's (Specify deadline if requested...i.e. Early Action vs. Regular Decision)

DEADLINES:

If you are applying to a school for Early Action, Early Decision, or Priority, LOR Packet is due **at least two weeks prior to deadline.**

Test Score Reminders:

Official SAT/ACT/AP/SAT Subject Scores are not submitted by the THS Counseling Dept. Sending test scores is the student's responsibility. To report scores visit appropriate testing sites.

SAT/SAT Subject/AP: www.collegeboard.com

ACT: www.actstudent.org

College Application Due Dates

Student Name: _____ THS Five Digit ID _____

Email Address: _____

Colleges on Common App

	College Name	Application Due Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

STUDENT RESPONSES

PLEASE TYPE YOUR RESPONSES TO THE FOLLOWING QUESTIONS AND EITHER PRINT OR EMAIL YOUR COUNSELOR

1. What are you planning to study in college? Tell me what you are looking for in a college experience? How do each of the schools on your list match what you want?
2. What are your favorite academic subjects? Which courses have motivated you and WHY? How would a teacher describe you as a student in their classroom? (please give examples)
3. Tell me about one or two significant activities (clubs, sports, organizations, community service, drama, music, religious groups, internships, work experience, etc.) in which you have been actively involved. What did you do? How long have you been doing it? What skills or life lessons did you learn from it.
4. What are you planning on contributing in college (joining organizations, starting programs, becoming a residential advisor, participating in research, etc.)?
5. Are there any personal or family struggles that may help the admissions office better understand your life circumstances?
6. If either of your parents graduated from college, which college did they attend, or are you the first generation to attend college? Where did/do any of your siblings attend college?
7. If you work, where do you currently work and how long have you been employed? What are your duties? What do you do with your income?
8. Where do you ideally see yourself in the next 10 years?
9. Please attach of a copy of your college application personal statement, or briefly explain what you will be writing about.
10. Admission officers love stories. Please tell me a story about yourself in **one** of the following areas: Originality, Concern for Others, Leadership, Confidence, Maturity

EXTRA-CURRICULAR AND PERSONAL ACTIVITIES LIST

SCHOOL-RELATED OR NON-SCHOOL RELATED ACTIVITIES (clubs, teams, service organizations, student government, etc.). List most recent first:

<u>Activity</u>	<u>Description</u>	<u>Grade Level</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LEADERSHIP ROLES (i.e. president, captain, etc.):

<u>Title/Office</u>	<u>Description</u>	<u>Grade Level</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMUNITY SERVICE ACTIVITIES:

<u>Activity</u>	<u>Description</u>	<u>Grade Level</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK EXPERIENCE:

<u>Location/Position</u>	<u>Description of Duties</u>	<u>Grade Level</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL AWARDS/HONORS:

<u>Award</u>	<u>Description</u>	<u>Grade Level</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____