

Albert Einstein High School College Application Process: Instructions

School Address:
11135 Newport Mill Rd.
Kensington, MD 20895
240-740-2700

Einstein CEEB code:
210677

| College Deadline | Form Submission Due Date |
|------------------|--------------------------|
| Oct. 1 | Aug. 29 |
| Oct. 15 | Sept. 17 |
| Nov. 1 | Oct. 3 |
| Nov. 15 | Oct. 17 |
| Dec. 1 | Nov. 3 |
| Dec. 15 | Nov. 17 |
| Jan. 1 | Dec. 4 |
| Jan. 15 | Dec. 18 |
| Feb. 1 | Jan. 5 |



Create a Family Connection Naviance Account and complete "Self-Reflection and Student Information" form

- Access Family Connection/ Naviance through the Google Waffle
- Log-in information: Username and password are the same used to log Into Chrome, etc.
- Complete the Self-Reflection Form linked [HERE](#) and found on the AEHS Counseling page, on the right hand side.



Complete the Common Application and FERPA Waiver

- All students must create a Common Application account. Students should go to www.commonapp.org and select "Apply Now" and then "Create Account". If you are having connections Issues, consider using Google Chrome as your browser
- Once you have created an account, select the "Common App" tab. Go to the "Education" portion of the application and complete section. Be sure to choose Albert Einstein as your current school.
- Once the Education section is complete, go to the "College Search" tab
- Students must choose **AT LEAST ONE** school from the list, even if you are not applying to any Common App schools
- Once a school has been added to your list, select "My Colleges" tab and complete the "Recommenders and FERPA" section. This gives Albert Einstein permission to release your transcripts to colleges.
- Use the "Assign Recommenders" section to identify which staff will write your letter of recommendation. Your teachers and counselor need 20 school days to process a request. PLEASE SEE PROCESSING TIME CHART AT THE TOP OF THE PAGE.



Link Common Application and Family Connections Accounts

- Return to Family Connection Account and select the “Colleges” tab
- Click the “Colleges I am applying to” link and complete the “Common App Account Matching” section
- Students **MUST** enter the e-mail address they used to create their Common App account to link profiles
- In order for the accounts to properly match, students date of birth, name, and email address must be the same on both accounts – **NO NICKNAMES**



Determine the college submission method and the colleges you want to apply to

- Students **MUST** add **ANY** school they are applying to, to their “Colleges I am Applying to” list
- Identify how you are applying to each school (Common Application, Coalition Application, or directly to the school’s site [eDocs]). Many schools will have multiple methods a student can use to apply. If it is not clearly indicated, files cannot be sent.
- Identify which deadline you are applying for (Early Decision, Early Action, Regular Decision, Rolling)
- If a school requires a hard copy application process, proceed to Step 5 for further information.



Applying via Mail

- If applying to a school via mail, you must provide a 9x12 envelope, addressed to the college admissions office or scholarship program, with your name only (not your return address) along with 3 first class stamps or equivalent postage affixed to the envelope.



Request Transcript and Submit Application

- Complete the online Transcript Request form whether you are submitting transcripts by mail or on-line. This is the only way your counselor will know to send required documents. Form is linked [HERE](#) and found on the AEHS Counseling page, right hand side called “*AEHS Class of 2026 College Application Submissions Form.*”
- Submit your portion (application, essay, and fee) directly to the college/university – online or by mail.



Request Teacher Recommendation

- Check with your teacher to determine if they will use Family Connection/Naviance or postal mail. If by mail, provide a business sized envelope addressed to each college with one stamp. Provide teacher with application deadline (same date in Naviance). Write your first and last name only in the top left corner of the envelope. Don't include your RETURN ADDRESS.
- If teacher recommendation will be sent through eDocs, be sure to make the request through Family Connections/Naviance account.



Request to have your SAT and/or ACT scores sent directly to the college

- Complete an on-line request @<http://sat.collegeboard.org/scores> for the SAT and <http://actstudent.org/scores/send> for the ACT.
- Albert Einstein does not have access to students' test scores. You must submit on your own.