

Letter of Recommendation from your counselor



Who needs a counselor LOR?

- Counselors Letters of Recommendation (LOR) are required for a majority of **Common App** schools
- If using another application verify if a counselor letter or school report is needed.
- UCs, CSUs and Community Colleges do not allow LOR.
- Verify if a counselor LOR is required by your college before requesting one.



Boston University

Contact Info

Phone: [\(617\) 353-2300](tel:(617)353-2300)

Email: admissions@bu.edu

Address: *233 Bay State Rd*
Boston, MA 02215
USA

Links: [College Website](#) · [Virtual Tour](#) · [College Navigator](#)



Application Deadlines

September

First Year

Early Decision - 11/01/2021
Regular Decision - 01/04/2022
Early Decision II - 01/04/2022

January

First Year

Regular Decision - 11/01/2021

Application Information

Application Fees:

First Year International Fee - \$80
First Year Domestic Fee - \$80

Standardized Test Policy: [?](#)

Never required
SAT without Essay or ACT without Essay
[Test Policy Information](#)

Courses & Grades:

Not Used

Recommendations:

School Report Required
Counselor Recommendation Required
Mid Year Report Required
Final Report Required
Teacher Evaluation(s): 1 Required, 1 Optional
Other Evaluation(s): 0 Required, 1 Optional

LOR requirements are listed
on your Common App



Seniors applying directly on the college website verify the application requirements on their admissions page



Example of admissions website

A screenshot of the Rutgers University Undergraduate Admissions website. The page has a black header with the Rutgers logo and 'Undergraduate Admissions' text. Below the header is a red navigation bar with 'Home > Applying >'. The main content area is white with a large heading 'Standardized Tests Optional for Applicants'. Below the heading is a paragraph explaining that due to the uncertainty of future test dates and availability of standardized tests, SAT and ACT test scores are optional for students applying for admission. A red-bordered button labeled 'MORE INFO' is positioned to the right of the paragraph. Below the button is a list of links: 'Definition of a First-Year Applicant', 'Preview the First-Year Application', 'Creating Your Rutgers Account', 'Using Your Rutgers Account', 'Required Credentials', 'Online Application', 'Application Fee', 'Self-Reported Academic Record (SRAR)', 'GED Results', 'SAT/ACT Scores', 'Educational Opportunity Fund (EOF) Candidates', 'English Proficiency Examination Requirements', 'Talent Assessment for Mason Gross School of the Arts', and 'Letters of Recommendation'.

What is in a Counselor LOR ?

The counselor LOR will provide descriptions of the students involvement in clubs, sports, volunteering with other pursuits in school and in the community. The letter can also explain the student's transcript in regards to unusual circumstances with performance and/or course selections. The counselor can provide valuable insight to student's positive character attributes.

Students will have input into the content of the letter. You will have the opportunity to share important information with your counselor through the questionnaire, resume, and personal meeting.

What is School Report ?

Application Deadlines

Fall 2022 First Year Rolling Admission - 05/02/2022	Summer 2022 First Year Rolling Admission - 05/02/2022
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Other Deadline Information

Summer 2022 Deadlines Domestic Applications May 2 International Applications March 16	Fall 2022 Deadlines Domestic Applications May 2 International Applications May 16
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Application Information

Application Fees:
First Year International Fee - \$85
First Year Domestic Fee - \$80


Standardized Test Policy: ⓘ
Never required
[Test Policy Information](#)

Courses & Grades:
Required

Recommendations:
School Report Required
Final Report Required
Teacher Evaluation(s): Not Applicable
Other Evaluation(s): Not Applicable

Saves school forms after matriculation:
No

Additional Information:



- Included in a School Report is Carlmont's academic program in general, our transcript information, counselor contact information.
- Counselors will automatically send a School Report with their LOR and your transcript.
- Some colleges will not require a LOR but they will require a School Report from your counselor. Check your Common App or college website to verify they only require a School Report. Inform your counselor if your college only requires a School Report.

Making the LOR appointment



- For the Class of 2022 - counselors are making senior appointment to review graduation requirements, general check in and college guidance. Your counselor will be reaching out. This meeting is NOT your LOR meeting. During your Senior meeting is when you will ask for a LOR meeting if you are applying regular decision. Counselors will prioritize the appointments according to the application deadline.
- If your application is Early Action or Early Decision and you have NOT informed your counselor, email your counselor today! The subject line of your email should be EA or ED Counselor LOR Request, ask for an appointment.
- Important that your deadlines are listed correctly in Naviance.
- Last day to schedule a LOR appointment for regular decision application is Nov 22 or two weeks prior to deadline (whichever comes first)
- Last day to schedule a LOR appointment for ED or EA applications is Oct 1 or 2 weeks prior to deadline (whichever comes first)
- For Ms Dominguez students complete the google form she already sent for her LOR - check your email.

Complete prior to counselor LOR appointment

- Recommendation Letter (Common App) Questionnaire
 - Located in Naviance
 - Under the About Me pull down
 - Select Surveys from my school
 - Letter of Recommendation (Common App)

Welcome, Demo Razor - Carlmont College & Career Center!

Search for Colleges ▾

🔍 Type a college name

SEARCH

Quick Links

INTERESTING THINGS ABOUT ME

[Resume](#)

[Documents](#)

[Journal](#)

[Survey history](#)

My Surveys

Filter by

All progress

[Recommendation Letter \(Common Ap...](#)

NOT STARTED



Recommendation Letter (Common App) Questionnaire

- There are 15 questions in the survey.
- This questionnaire will take about 1 hour to complete. The questionnaire times out in Naviance so I suggest copy and pasting the questions into a google doc, doing your work there. When completed then copy and paste back into the questionnaire in Naviance.
- Your answers will support the letter writing process for your counselor.
- Some teachers will also use this questionnaire to write their LOR.
- Some questions are optional and some are required.
- Be thorough in your questionnaire.



Complete prior to counselor LOR appointment

- Resume
 - Located in Naviance
 - Under the About Me pull down
 - Select Resume

Navigation bar: Demo DRCCCCAbout Me

About Me Home

Account

My Account

You are logged in as **Demo Rasor - Carlmont College & Career Center** at Carlmont High School

Documents and Notes

- Resume
- Goals
- Portfolio
- Journal
- Test Scores
- Documents Shared with Me

Surveys

- Surveys from Your School
- Game Plan Survey
- Graduation Survey

My Favorite

- COLLEC I'm thi
- COLLEC I'm ap

Resume in Naviance

If you need assistance with the Resume :

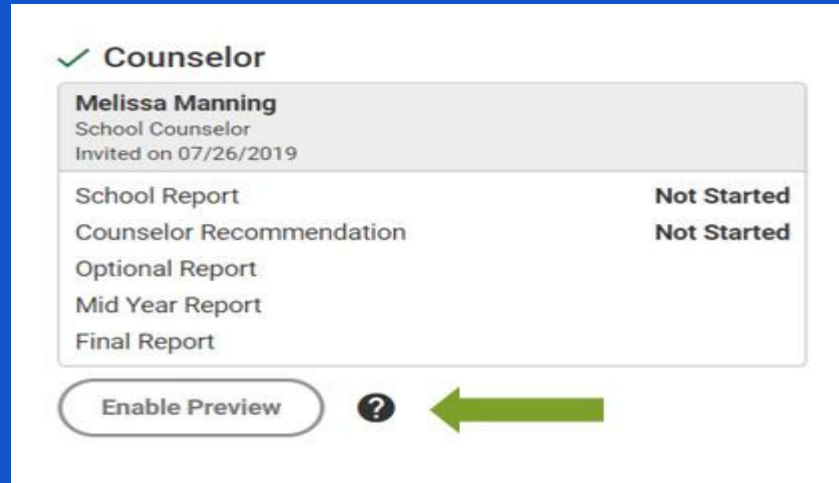
Creating a Resume



Adding colleges to your application list after your counselor LOR has been sent

- Inform your counselor
- On the Recommenders/FERPA page of your Common App will indicate when your counselor has sent your letter

Example on Common App



The screenshot shows the 'Counselor' section for Melissa Manning, a School Counselor invited on 07/26/2019. A table lists the status of various reports: School Report (Not Started), Counselor Recommendation (Not Started), Optional Report, Mid Year Report, and Final Report. Below the table is an 'Enable Preview' button, a question mark icon, and a green arrow pointing left towards the question mark.

Counselor	
Melissa Manning School Counselor Invited on 07/26/2019	
School Report	Not Started
Counselor Recommendation	Not Started
Optional Report	
Mid Year Report	
Final Report	

Enable Preview ? ←

Important

Changing your deadline for an application

- You must ask your counselor if he/she can accommodate the date change
- Just changing the deadline in Naviance is not enough.
- You must also ask your teacher if he/she can accommodate the date change.

Important Information

- All colleges must be listed in Naviance
- Naviance must be matched to Common App
- Counselor do not write letters during school breaks or weekend.
- Letters or school reports are not automatically sent, counselors need to go into the senior's Naviance account to send.
- Deadline to request a counselor LOR
 - EA or ED applications Oct 1 or 2 weeks prior to deadline (whichever comes first)
 - Regular Decision applications Nov 22 or 2 weeks prior to deadline (whichever comes first).
- Your counselor will send your initial transcript with your letter if that is the college requirement.



Questions??

Ask Mrs. Rasor from your College & Career Center

nrasor@seq.org