

## **OFFICE Copy**

(please return this copy to the College Counseling Office  
along w/ other paperwork required in order to schedule a family meeting)

# **STATEMENT OF STUDENT RESPONSIBILITIES RUTGERS PREP COLLEGE COUNSELING OFFICE**

Student Name: \_\_\_\_\_

**\* PLEASE CHECK AS YOU READ EACH ITEM**

\_\_\_\_ 1) I realize that I must meet the deadlines set by RPS for the submission and activation of applications in order to **guarantee** that they will be submitted by the **colleges' deadlines**. The College Counseling Office typically sets its deadlines two weeks prior to a college's deadline so as to allow adequate processing time. I understand that if I am late, RPS will make every effort to submit the application on time, but priority is to process applications submitted and activated by the RPS deadline. Additionally, I understand that RPS is handling applications for the entire class, and sometimes must prioritize submission of materials according to the colleges' deadlines as well.

\_\_\_\_ 2) I understand that it is my responsibility to have official copies of any standardized testing I want to be part of my applications – SAT, SAT Subject, ACT, and/or TOEFL – sent to each college. RPS will NOT include testing results on my transcript. (Only scores which are received directly from the testing agencies are considered official by the colleges.)

\_\_\_\_ 3) I understand that it is my responsibility to research and be aware of the individual application requirements for each of the colleges to which I am applying, including testing, deadlines, supplements to the Common Application, etc. If I am considering asking for more than the required two letters of recommendation, or if I have other questions about the nature of a school's requirements, I understand that I need to discuss that with a member of the RPS College Counseling Staff.

\_\_\_\_ 4) I understand that it is my responsibility to provide the teachers who have agreed to write my recommendations updated information about my college list and relevant deadline dates. I understand that if I do not fulfill my responsibilities, it may have a negative impact on my teachers' ability to fulfill theirs.

\_\_\_\_ 5) I understand that each of my applications must be fully logged into the logbook and given to a member of the counseling staff for checking. I realize that I must allow sufficient time to have the staff review the application without my missing any class time. I also understand that each application must be accompanied by a \$2.00 fee to help cover processing costs. Applications may only be activated when the fee is paid and the student's

portion of the application is complete and ready to mail or has been submitted online. Incomplete applications will be turned away. All applications must be fully submitted and then activated in the College Counseling Office by the student before any supporting materials will be sent.

\_\_\_\_ 6) I understand that it is vital for the College Counseling staff to be aware of the progress of my college search. If I submit an application on-line, I must inform a member of the counseling staff as quickly as possible. I will also let the College Counseling staff know which colleges, if any, have been recruiting me for their athletic program(s).

\_\_\_\_ 7) I agree that I will represent myself on my applications honestly. This includes, but is not limited to: 1) representing my activities and honors accurately on my applications, 2) writing my own essays (although I realize it is appropriate and even desirable to ask others to read my essays for the purposes of general feedback and/or editing advice), and 3) completing the entire application honestly and accurately.

\_\_\_\_ 8) I understand that I must inform all colleges to which I have applied in writing by May 1<sup>st</sup> if I am or am not planning to attend. I agree to send a deposit to only one college in order to reserve a place. I agree to notify that college immediately if I am accepted off the Waiting List of another college and decide to attend there instead.

\_\_\_\_ 9) I understand that the College Counseling Office will forward a mid-year transcript to any colleges where I have active applications, and, in June, a final transcript to the one college I have chosen to attend.

\_\_\_\_ 10) I agree to keep the College Counseling Office apprised of any admissions decisions I receive, and also of which colleges I would most like to attend, so that they can work more effectively with me and with the colleges' admission offices on my behalf.

**By signing below you are acknowledging that you understand and will follow the college application procedures outlined above.**

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Parent signature*

\_\_\_\_\_  
Date

***FAMILY Copy***  
(please keep this copy for your own reference)

**STATEMENT OF STUDENT RESPONSIBILITIES  
RUTGERS PREP COLLEGE COUNSELING OFFICE**

Student Name: \_\_\_\_\_

**\* PLEASE CHECK AS YOU READ EACH ITEM**

\_\_\_\_\_ 1) I realize that I must meet the deadlines set by RPS for the submission and activation of applications in order to **guarantee** that they will be submitted by the **colleges' deadlines**. The College Counseling Office typically sets its deadlines two weeks prior to a college's deadline so as to allow adequate processing time. I understand that if I am late, RPS will make every effort to submit the application on time, but priority is to process applications submitted and activated by the RPS deadline. Additionally, I understand that RPS is handling applications for the entire class, and sometimes must prioritize submission of materials according to the colleges' deadlines as well.

\_\_\_\_\_ 2) I understand that it is my responsibility to have official copies of any standardized testing I want to be part of my applications – SAT, SAT Subject, ACT, and/or TOEFL – sent to each college. RPS will NOT include testing results on my transcript. (Only scores which are received directly from the testing agencies are considered official by the colleges.)

\_\_\_\_\_ 3) I understand that it is my responsibility to research and be aware of the individual application requirements for each of the colleges to which I am applying, including testing, deadlines, supplements to the Common Application, etc. If I am considering asking for more than the required two letters of recommendation, or if I have other questions about the nature of a school's requirements, I understand that I need to discuss that with a member of the RPS College Counseling Staff.

\_\_\_\_\_ 4) I understand that it is my responsibility to provide the teachers who have agreed to write my recommendations updated information about my college list and relevant deadline dates. I understand that if I do not fulfill my responsibilities, it may have a negative impact on my teachers' ability to fulfill theirs.

\_\_\_\_\_ 5) I understand that each of my applications must be fully logged into the logbook and given to a member of the counseling staff for checking. I realize that I must allow sufficient time to have the staff review the application without my missing any class time. I also understand that each application must be accompanied by a \$2.00 fee to help cover processing costs. Applications may only be activated when the fee is paid and the student's portion of the application is complete and ready to mail or has been submitted online.

Incomplete applications will be turned away. All applications must be fully submitted and then activated in the College Counseling Office by the student before any supporting materials will be sent.

\_\_\_\_ 6) I understand that it is vital for the College Counseling staff to be aware of the progress of my college search. If I submit an application on-line, I must inform a member of the counseling staff as quickly as possible. I will also let the College Counseling staff know which colleges, if any, have been recruiting me for their athletic program(s).

\_\_\_\_ 7) I agree that I will represent myself on my applications honestly. This includes, but is not limited to: 1) representing my activities and honors accurately on my applications, 2) writing my own essays (although I realize it is appropriate and even desirable to ask others to read my essays for the purposes of general feedback and/or editing advice), and 3) completing the entire application honestly and accurately.

\_\_\_\_ 8) I understand that I must inform all colleges to which I have applied in writing by May 1<sup>st</sup> if I am or am not planning to attend. I agree to send a deposit to only one college in order to reserve a place. I agree to notify that college immediately if I am accepted off the Waiting List of another college and decide to attend there instead.

\_\_\_\_ 9) I understand that the College Counseling Office will forward a mid-year transcript to any colleges where I have active applications, and, in June, a final transcript to the one college I have chosen to attend.

\_\_\_\_ 10) I agree to keep the College Counseling Office apprised of any admissions decisions I receive, and also of which colleges I would most like to attend, so that they can work more effectively with me and with the colleges' admission offices on my behalf.

**By signing below you are acknowledging that you understand and will follow the college application procedures outlined above.**

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Parent signature*

\_\_\_\_\_  
Date