Early Action Timeline and Application Checklists

November is a busy time for students as they submit applications and work to ensure that all requirements are completed. Most Early Action deadlines fall in November on either the 1st, 15th, or 30th. Students want to ensure not only that their applications are submitted in Common App or on the college's website, but they also must ensure that they don't have any awaiting items or to-do tasks in their college application portals either. After an application deadline passes, seniors typically have one week or less to submit their supporting documents and it can be nerve-racking to have an application held up because of this or be notified that their application is incomplete.

In this *College and Career Corner*, we will go over the steps needed after an Early Application is submitted and what students should do if any test scores, transcripts, letters of recommendation, or other required documents are marked as missing in their application portals.

Submitting an application via Common App or a university's website is the first step towards receiving an admission decision, but it isn't the last or only step! **Many colleges require supporting documentation that must be received in order for a student's application to be considered complete and ready for review.**

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Within a few days of submitting their application, students will receive an email prompting them to set up their student portals. This must be done for each college that they apply to. Portals allow students to upload application materials, check application status, register for orientations or meetings with their admissions counselors, apply for university-specific scholarships, review financial aid packages, and view admission letters. The email will include a link where they can access their student application portal and some general information to help them login and set up their account, typically including a username, campus ID number, NetID, and temporary pin.

Logging in regularly to check their portals allows students to see what materials have been received by the colleges. Most colleges do not communicate directly with students when materials have been received, but only reach out if documents are missing. In many cases, if required documents are not received within a certain timeframe after the application deadline, the application will be marked incomplete and will not be reviewed by the college.

Oftentimes, if documents are missing, students will receive an email stating that one or more required elements are still "awaiting" or not received yet. However, occasionally students will only be notified via their student portals or be able to see the specific documents received or still needed.
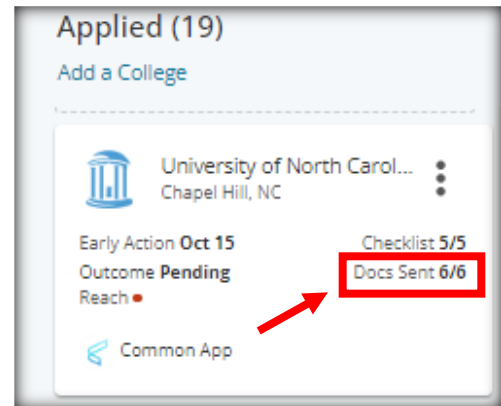
However, we should note that even if the college has written to the student stating that a document is missing, it is possible that the "missing" document just hasn't been entered

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into the student system yet. Documents received by the college must be processed and assigned to the correct student account, meaning that even once a document is received, it could still be marked as missing for several days in the student portal. Many colleges and universities send out these automated emails before their admission office is done sorting and filling all application documents. In fact, it can take up to several weeks to sort and file all these documents – so don't panic!

What to do if you get notified of a missing document? And how do you tell if it is actually missing? Step one would be to check with the SJNA College and Career Counselor, Ms. Lewis, to confirm that all supplemental documentation has been sent via SCOIR. Or, you can check on your own by logging into your SCOIR account. Under the Colleges Tab in the Applied Column, you can view the status of documents and see how many have been sent. All documents available should be listed as sent.

Applied (19)
Add a College

University of North Carol...
Chapel Hill, NC

Early Action **Oct 15**   Checklist 5/5
Outcome **Pending**   Docs Sent 6/6
Reach ●

Common App

If you can tell that all documents have been sent via SCOIR, there is most likely a processing delay at the college's admissions office. Most documents can take up to three weeks to show as received in a student portal. However, if three weeks have passed, the next step would be to call the admissions department about missing documents to get verbal confirmation on whether or not they have been received.

Status	Details	Date
✔. Received	Application	12/23/2…
✔. Received	Guidance Counselor Recomm…	12/23/2…
✖. Awaiting	Mid-Year Report	
✔. Received	Teacher Recommendation 1	12/23/2…
✖. Awaiting	Teacher Recommendation 2	

If you have any questions or would like help with your college applications or admissions process, please visit the College and Career Counselor, Ms. Catherine Lewis, in room 116 or reach out via email at clewis@sjnacademies.org or call 262-646-7283.