

COLLEGE APPLICATION PROCESS

STUDENT RESPONSIBILITIES

APPLICATION

- Go to college website
- Complete their online application
- Download the counselor page which might also be called the secondary school report or high school report (include your signature if requested), and bring it to the counseling office along with an envelope and two affixed stamps. Be sure to address the envelope to the college admissions office and include your return address.
- If there is no counselor form, notify the counseling office that you will need a transcript sent.
- Pay the application fee by credit card online or include a check or money order with the counselor page.

THE COMMON APPLICATION

- Some colleges require the Common Application. All information is submitted electronically. Therefore, no envelopes or stamps are needed. Students MUST read instructions carefully to ensure all steps are completed in order to avoid delays in processing. Colleges using the Common Application will direct students to the application link.

LETTER OF RECOMMENDATION

- If a letter of recommendation is required, decide who you will ask to write the letter, and then ask them at least two weeks before needed. Provide a personal résumé to assist the writer or complete an online résumé in your EDP on CareerCruising then invite the person you've asked to write the letter to view your online resume.

REMINDERS

- MAKE COPIES of everything.
- ACT scores are included on your transcript. If you have taken the SAT and want a college to have the scores, you must let the counseling office know. Be advised that some colleges/universities require scores directly from ACT/SAT. ACT score reports can be sent online from act.org or SAT scores from collegeboard.com.
- Record your acceptances with the counseling office.
- DO NOT PROCRASTINATE. The college application process begins in the fall of your senior year.

AFTER COLLEGE ACCEPTANCES

- Many students will be accepted to more than one institution. As a courtesy, schools you do not plan to attend should be notified of your intentions.
- May 1st is the deadline for accepting college admissions.

COUNSELOR RESPONSIBILITIES

- Complete the counselor information on each application and mail. The envelope will include the counselor page, school profile, and an official copy of your transcript. Your counselor will check off each item placed in the envelope and document the day it is sent.