

# COLLEGE APPLICATION PROCESS

## **ON-LINE APPLICATION** (*preferred by postsecondary institutes*)

- Go to the college website.
- Complete their on-line application.
- Download the counselor page (*fill in the demographic information*), and give it to Mrs. Barnes along with an envelope and two affixed stamps. Be sure to fill in the demographic information. Address the envelope to the college admissions office and include return address.
- Pay the application fee by credit card on-line or include a check or money order with the counselor page.
- Your counselor will fill in the counselor information and mail it for you. The envelope will include the counselor page, application fee, 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.
- Some applications do not include a counselor page. You must still provide Mrs. Barnes with an addressed and stamped envelope (including return address) with a request to send an official transcript. Be sure to include your name on the request.

**NOTE:** There are colleges that waive or reduce the admissions fee for on-line applications.

## **TRADITIONAL APPLICATION**

- Download a copy from the college website.
- Read over the application before filling in the information. Print neatly using black ink or type. The appearance of your application is an opportunity to make a favorable first impression. You do not need to fill in your senior year classes. Simply write in that section "See enclosed trimester schedule." We will provide this with an official transcript.
- Do not complete any information in the counselor section (*i.e. GPA, class rank, etc.*).
- Turn in your completed application to Mrs. Barnes in the Guidance Office along with an addressed envelope and two affixed stamps. Address the envelope to the college admissions office and include return address.
- Be sure to include a check or money order for your application fee.
- Your counselor will check over your application, fill in the counselor information, and mail it for you. The envelope will include the application, application fee, a school profile, your senior year schedule, and an official copy of your transcript. Your counselor will check off each item placed in the envelope and document the day the application is sent.

**NOTE:** Due to mailing and processing, your application may take up to two weeks before it is received by the admissions office. Apply early to ensure application deadlines are met.

## **ESSAY**

- Some college applications may require an essay. This requirement can be completed on-line if you choose the web based option.
- Your essay should accompany your application if you choose the traditional paper process.

## **LETTER OF RECOMMENDATION**

- If a letter of recommendation is required, decide who you will ask to write the letter, and ask them at least two weeks before needed. Provide a personal data form to assist the writer. Most seniors have a personal data form on file in the guidance office. Simply ask for a copy. In some cases teachers turn in letters of recommendation directly to the Guidance Office as they prefer that they remain confidential. Please let Mrs. Barnes know if the application should be on hold until letter(s) have been received.

## **REMINDERS**

- **MAKE COPIES** of everything.
- ACT test scores are included on your transcript. If you've taken the SAT and want the college to have the scores, you must let Mrs. Barnes know. Be advised that some colleges/universities require scores directly from ACT/SAT. Score reports can be sent on-line from act.org (ACT scores) or from collegeboard.com (SAT scores).
- Notify your counselor of any acceptances you receive and your final decision.
- **DON'T 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.