COLLEGE APPLICATION PROCESS

STUDENT RESPONSIBILITIES

APPLICATION

- Go to the college website and complete their on-line application.
- Pay the application fee by credit card on-line (preferred method). If paying by check or money order, mail the payment directly to the college.
- Application fees vary (MCC free, Grand Valley $30, MSU $50, U of M $75.00).

SUBMITTING TRANSCRIPTS TO COLLEGES

- The Common Application – Students will be directed to the Common Application site through the college website. The transcript is uploaded by a counselor as part of the application process.
- Parchment – Colleges that do not use the Common Application will accept transcripts through an e-Transcript service called Parchment. All students at SLHS have an account with Parchment allowing each student to send a high school transcript electronically to the college of choice.

The mailing of transcripts is no longer required.

THE COMMON APPLICATION

- The Common Application allows a student to complete one application and send it to multiple colleges (see page 3 for a list participating colleges).
- Colleges requiring the Common Application will direct students to the application link.
- All information is submitted electronically, no envelopes or stamps are needed.
- Students must read instructions carefully to ensure all steps are completed.
- The Common Application may require one or more recommendation letters. The recommenders will be notified by email and be provided with a link to submit their information. Students will need to enter the recommenders email addresses as part of the application.
- Provide the recommenders with a Personal Data Form to assist in writing the letter (see pages 11-12).
- As a courtesy, students should ask recommenders in advance and give at least two weeks notice before any deadlines.
- Students can track when recommendations have been submitted through their online account.
- Once the Common Application is complete, it is the student’s responsibility to direct the application to the college(s) of their choice.
- Once college(s) receive the application, students may be asked to complete supplemental information required by a particular school.
- Payment is completed online and costs will vary.

PARCHMENT TRANSCRIPT SERVICE

- After the online college application is submitted, the student is responsible for making a transcript request through Parchment.
- Each request can be viewed online.
- The student can track when the transcript has been sent/received.
- School officials can also view student transcript activity.
- Letters of Recommendation can be added to student’s e-delivery. A copy of the letter(s) will need to be given to Mrs. Zacek, she will upload to the student account.
- Additional feature: Admission predictor based on GPA and SAT/ACT score.
TESTING

- Please note that the state of Michigan now requires SAT testing for all juniors. Colleges will still accept ACT scores. The SAT test date is April 10, 2018 at Spring Lake High School.
- Standardized test scores are included on transcript.
- **Be advised** that some colleges/universities require scores be sent directly from SAT/ACT to their institution and will not recognize scores from the high school transcript. For example, the University of Michigan and Michigan State University will not process an application until scores are received directly from the SAT/ACT.
- Score reports can be sent on-line from collegeboard.com (SAT scores) or from actstudent.org (ACT scores).
- The dates/deadline for remaining tests this spring: May 5 test/April 6 deadline and June 2 test/May 3 deadline for the SAT. The dates/deadlines for the ACT are: April 14 test/March 9 deadline and June 9 test/May 4 deadline.
- Colleges may also accept scores for tests taken in the fall. Check with your student’s college of choice. Deadlines and testing dates can be found at the testing websites: collegeboard.com and actstudent.org.

ADMISSION POLICIES

- Each school has their own policy in responding to applications with most replying within 3 to 4 weeks (Grand Valley, Central, Western, Ferris, Northern and Eastern are examples).
- The University of Michigan will typically guarantee a decision by mid December for those applying by November 1.
- Michigan State University will take 8 to 12 weeks due to a high volume of applicants (over 37,000 applicants in 2017).
- Check school of interest for policies and deadlines.

AFTER COLLEGE ACCEPTANCES

- Notify Mrs. Zacek of your acceptances.
- Many students will be accepted to more than one institution. Once a college has been selected, notify the schools that you will not be attending.
- Make sure to read your acceptance letter carefully and follow all instructions regarding deposits, enrollment, housing, orientation and financial aid.