

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 \$65, U of M \$75).

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 COMMON APPLICATION

- The Common Application allows a student to complete one application and send it to multiple 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.
- 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. If applicable, see your counselor for college fee waivers.

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

- Identify schools to receive scores when registering for the ACT or SAT
- **Be advised** that it is the student's responsibility to send official score reports of their test score to their college/university (if they did not identify the school when registering)
- Score reports can be sent online from collegeboard.com (SAT scores) or from actstudent.org (ACT scores).
- The dates/deadline for remaining tests this academic year are available at sat.org/success or act.org.
- 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 guarantee a decision by late January for those applying by November 1.
- Michigan State University will take 8 to 12 weeks due to a high volume of applicants (over 50,000 applicants in 2021).
- 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.