



How to go through the...

APPLICATION PROCESS

Once you have narrowed your list down to your top four or five choices, you are now ready to formally apply. Remember it is YOUR responsibility, not your parents or counselor, to apply for college. Be sure to meet with your counselor in the late spring of your junior year and early fall of the senior year to work through this process.

- I. **Secure materials** – Start early! Write the institution's Admission Office and request a video, view book, catalog, application, housing information, and other information of interest to you. Use the sample form provided for you in this section. Note: Many colleges now provide their applications on computer discs!
- II. **READ through the application instructions carefully**, upon receipts of materials, and make a "TO DO" list of what must be done.

Check for:

- ✓ *Teacher recommendation form*
- ✓ *Separate principal/counselor recommendation form*
- ✓ *Required essay(s)*
- ✓ *Financial aid request form*
- ✓ *Transcript*

If the application is all on one form, check to see if there are spaces or sections for the counselor to fill out.

- III. **Request recommendations** – While you are working on your application, give proper forms or information required to those who will be completing them for you (teachers, counselor, etc.). Be sure to allow at least two to three weeks lead-time in order to assure your recommendations will be done on time!
- IV. **Photocopy your application materials** – Use photocopies to practice filling out the application rough draft.
- V. **Be attentive to detail** – Read carefully the directions for the entire form before filling out any of it! Respond to each question in an appropriate manner. Be thorough, concise, accurate, and neat. If it says type, type! If it says use black ink, use black ink!
- VI. **Take time to reflect** – Do not fill out your application form in front of the TV set or late at night. Select a time and place which will be conducive and appropriate to the seriousness of the endeavor. After filling out the photocopy, let it "sit," review it, and only then, complete the original.

- VII. **Essay** – Spend a great amount of time on your essay, if the application requires essays. A good essay might not necessarily result in your acceptance, but a poor one could keep you out. Ask your parents, teachers, and local college representatives to read your essay and tell you what they think.
- VIII. **Seek advice** – Prior to filling out the actual form, submit your practice copy to the scrutiny of your parents, a teacher, or the guidance counselor. Errors and mistakes in judgment are most easily caught and corrected at this stage.
- IX. **Type your application** – It is in your best interest to present the admissions committee with a neat document. Remember, your application is speaking for you, and it cannot respond to questions. Accordingly, make your presentation impressive.
- X. **Observe etiquette** – Ask permission to use a person as a reference, allow sufficient time for all teachers and others to write your recommendations, and – above all – expect two to three weeks delay from the time you turn in your transcript and recommendation requests to the time when they are sent. A failure to give sufficient lead time will result in the schools' portion possibly NOT BEING SUBMITTED ON TIME.
- XI. **Final photocopy** – Having completed your application, photocopy it in case it gets lost. (KEY!)
- XII. **Mail your application** along with all other required materials by “Certified Mail” with a “Return Request.” The cost is well worth it in terms of knowing that your application has arrived safely.
- XIII. **Transcript requests** – Once you have mailed your application(s), make sure you come by the Guidance Office and request your transcript(s) be sent to the colleges to which you have applied. A transcript cannot be sent unless you sign the release form.
- XIV. **Mid-year reports** – Some colleges require a seventh semester, mid-senior year report to be filled out by the counselor. If the college you selected does, please drop this form off at the Guidance Office anytime before January 1. Your transcript and test scores will be automatically sent.
- XV. **Write thank you letters**, once you have made your final decision, to all those colleges that accepted you, letting them know you have decided to attend elsewhere.
- XVI. **Thank those teachers and employers** who wrote recommendations for you. They will be happy to hear about your final decision.
- XVII. **Complete the necessary form for the Guidance Office** to make sure the office knows where your final semester transcript is to be sent. (Final senior grades and certification of graduation will be sent in June to the college you plan to attend.)

PLEASE NOTE:

All colleges grant admission on the basis of your satisfactory completion of all high school course work. Colleges have been known to deny admission to students whose final semester grades indicate a serious lack of effort.