

The College Application Process

HOW DO I SEND MY TRANSCRIPT AND COLLEGE INFORMATION TO THE COLLEGE?

Step 1: If you have not taken your ACT, or you would like to retake the test, register as soon as possible. Go to www.act.org for more information.

Step 2: Compare college choices

- Weigh the pros and cons of each college
 - Does the college have the major and course offerings you want?
- Which colleges will meet your needs?
 - What services does the college provide?
 - Don't focus on the cost of attendance when applying—you may be surprised at the amount of scholarships you receive from small private colleges.

Step 3: Go on college visits and or to college fairs

- Check to see if a scheduled appointment is required
- Don't forget to bring your checklist

Step 4: College Application Process—try to apply to your top choice by Thanksgiving

- Complete the application
 - Contact office of admissions and request they send you an application
 - Go online and download an application
 - Submit the application online
 - See if you want to complete The Common Application. This is an application that hundreds of colleges use and can cut down on the amount of applications you have to fill out. For more info, including what colleges accept The Common Application, go to www.commonapp.org.
- Take special notice of deadlines for each college
- Gather all forms that need to be signed /completed by counselors/teachers

Step 5: Bring to the guidance office

- College Secondary Report or College Prep Form
- Midyear Report (if the college has one)
- Counselor Recommendation Form (if the college requires a recommendation)
- If requesting a counselor recommendation, give the secretary:
 - Parent Brag Sheet
 - Senior Student Questionnaire
 - Allow a minimum of 10 school days for a counselor recommendation

Step 6: Request an official transcript

Step 7: Teacher Recommendations

- Give a teacher at least 10 days to write recommendation
- Student must give teacher Senior Student Questionnaire and Request for Letters of Recommendation
- Not all colleges want or accept teacher recommendations
- Teacher recommendations are to be returned to the student by the teacher

Step 8: Submitting test scores

- Student must submit ACT or SAT scores directly to the colleges
- Use the official reporting services from ACT/SAT
 - www.act.org or ACT phone number: 1-319-337-1313
 - www.collegeboard.com or SAT phone number: 1-866-756-7346

Step 9: Start applying for scholarships and grants throughout the entire process above.

- Go to www.collegeboard.org and click “College Planning” on the top bar. Put the cursor over “Pay for College” and select “Scholarships and Grants.” Use this page to help you find and apply for scholarships and grants as well as learn the difference between the two.

Step 10: January 1st you may start filling out the FAFSA.