

## COLLEGE APPLICATION PROCESS (July 07)

Obtain a current application either directly from the college admission's office, apply online via the individual college website or use the common application. The common application will be available in the guidance office in hard copy form in September or online@ commonapp.org after July 10<sup>th</sup>. The common application website will also give you a list of colleges that accept the common application.

Applications usually come in three parts:

Individual section-this includes personal information, essay questions and or personal statement.

Secondary Report – includes a section that reports your grades, course in progress and your official transcript. This part will be mailed by the guidance office and will include your official transcript, your counselor recommendation and the school profile.

Teacher Recommendation – (usually one or two depending on the individual requests of the school) You may either supply your teacher with a self addressed envelope for the direct mailing of the recommendation or have the teachers turn in their copy to the Guidance Office where we will maintain a file for you and include the recommendations that you request for each school.

Supplement – this is an additional form that colleges will ask you to include if you are completing a common application. This supplement, if the college uses it, is on the individual college's website. They are not available in the guidance office. **Always check the college's site to make sure there are no additional forms needed to supplement the common application.**

- Applications are to be submitted online, mailed directly to the college or university by the student or submitted to the college through the guidance office. Colleges will often waive the application fee if students apply online.
- Once you have completed your application online, or are ready to mail a hard copy, **complete a request for transcript form**. The form can be downloaded from the guidance link, FORMS or picked up in the Guidance Office. Complete the transcript request form and include the \$4.00. Come directly to Mrs. Hatcher with this form. Submit **one form for each school**. She will sit with you to insure that all documents go out to complete your application. We will send your grades out officially to the college you request along with recommendations and other additional information you may feel is relevant to your application.
- Please make copies of all your applications for your files. Colleges can misplace them. At anytime, you or your parent may call the guidance office to check on the date the transcripts were mailed. **A record is kept of all mailings.**

- Colleges will ask for mid-year grades to be sent in January. Some will have an actual form. The common app has such a form and other colleges may also. It will be a part of the application that you receive whether it is online or via the mail. Complete the information on the top of the form and give it to Mrs. Hatcher. These are mailed to the college after January grades are finalized.
- If you are using the COMMON APPLICATION, a copy of the application must be sent via email or mailed to each college.
- If you have decided to **apply early action or early decision**, please make sure you understand the commitment you are making. If you have concerns or need help deciding, see Mrs. Hatcher. You can also refer to JARGON on the Guidance link. It is important that you understand the commitment that you are making for Early Decision.
- **Schools will often say that they have not received part or all of an application. This is often due to mail back up. We date the mailing of every piece of documentation sent out. We can provide that information to you upon request. If you want your documentation mailed certified with a return receipt, we will return the completed sealed envelope to you for mailing.**
- Unofficial transcripts are available for coaches or for personal interviews. **There is a fee of \$2.00 for faxed transcripts.**

Note: Your counselor is always ready and willing to assist you and your parents with your college application. By making an appointment with your counselor early in the year or even over the summer, you will get all the personal assistance needed.