

COLLEGE APPLICATION PROCESS – ONLINE VERSION

1. Complete your parts of the application – check spelling and grammar
2. If a payment is needed and you are on free/reduced lunch, you may have to do the paper version (counselor provides the waiver), otherwise pay it online (usually with a credit card)
3. **IF** there is a counselor page, print it out
4. **IF** you have letters of recommendation, put them with the counselor page
5. Complete the Transcript Release Form (found in counselor’s office or on counseling website)
6. Bring any or all items from 3, 4, and 5 above to your counselor – that is it, YOU are done!
7. Drop off all materials to me, or the House secretary if I am unavailable
8. Counselor adds your transcript, schedule, ACT (if you have it), and fee waiver (if you need it)
9. Counselor will submit everything to the registrar to sign, stamp and mail

COLLEGE APPLICATION PROCESS – PAPER VERSION

1. Complete your parts of the application – check spelling and grammar before writing
2. If a payment is needed and you are on free/reduced lunch, counselor will provide the waiver, otherwise attach the check payable to the college
3. **IF** there is a counselor page, leave it blank (counselor will complete that section later)
4. **IF** you have letters of recommendation – add them to the application
5. Complete the Transcript Release Form (found in counselor’s office or on counseling website)
6. Bring any or all items from 3, 4, and 5 above to your counselor – that is it, YOU are done!
7. Drop off all materials to me, or the House secretary if I am unavailable
8. Counselor adds your transcript, schedule, ACT (if you have it), and fee waiver (if you need it)
9. Counselor will submit everything to the registrar to sign, stamp and mail

NOTES:

- Just because you completed an application does **NOT** mean you are done...you **MUST** follow the steps outlined above in order for the college to consider your application!
- You **MUST** have a Transcript Request Form for **EACH** school you are applying to
- Many schools have a priority deadline in November which increases your chances of acceptance and receiving a school scholarship
- If you miss November, your goal should be to complete your application process for each school **BEFORE** we leave for Winter break (most schools final deadline is in January)
- If you have not taken the ACT, **STILL** send your application but note that you will be taking the test
- When you have everything ready to submit – give it to your counselor (if available) or give it to the House secretary who will forward it to your counselor for you...**DO NOT hold onto it!**