

APPLICATION PROCEDURES

1. Most College applications are available on-line. Or, if you prefer, pick up desired applications from the Counseling Center.
2. Complete portion to be filled out by student.
3. **Please do not turn in any applications or transcripts request until after September 1st.**
4. Drop off the completed application with the appropriate fee and **proper postage** to your counselor in the Counseling Center. A good guess for proper postage is one first class stamp for approximately 3-4 pages. (Transcripts are 2 pages).
5. **If you apply on-line**, you must notify your counselor immediately in order to have your transcript sent to the college to complete your application. Some on-line applications will provide a **counselor page for you to print off** and take to your counselor to be completed and sent in with a transcript.
6. If you need additional ACT or SAT score reports sent to the colleges, pick up the required form from the Counseling Center, or on-line at www.actstudent.org for the ACT or www.collegeboard.com for the SAT.
7. Make sure your application fee is stapled to the application when you hand it in to the Counseling Center.
8. **Please allow at least 24 hours for transcript requests.**

APPLICATION TIPS

- Is your name on it? Is all information accurate and legible?
- If you have requested letters of recommendation, let that person know what to do with it when they are finished. Do they put it in a sealed envelope? Do they return it to you or the counseling center? Also, let your counselor know if these need to be sent in with the transcript.
- Have you signed everything you need?
- Keep copies of everything.
- Don't run out of time! Be aware of deadlines. Make sure you give your counselor plenty of time to complete their portion.

College Essay Tips

- Make your essay engaging and memorable. Give a reason to finish reading it.
- Be yourself. Choose a topic that is meaningful to you.
- Accentuate the positive. When writing about a personal experience, emphasize how the experience changed you for the better.
- Write in the active voice. Makes for a clearer, more concise essay.
- Don't Overextend. This isn't a term paper. Stay focused on your topic.
- Ask for input. Whether it is a teacher, parent, counselor, friend, ask for feedback.
- Pursue perfection. Have someone else read it and look it over. Quadruple-check the spelling.

APPLICATIONS ACCEPTANCE

Notice of acceptance or non-acceptance will take anywhere from one week to two months. Make sure you forward all deposits, etc. before the deadline dates after you receive notice of acceptance.