

## COLLEGE APPLICATION PROCESSING

1. Read your application carefully to assess what **that** college wants, such as number of recommendations, essays, etc. Complete your application. Tip: Make a xerox copy of the blank information and do a "rough draft" on it - - then transfer the information neatly to the application you plan to send. Keep a copy of the completed application as well.
2. Consider making an appointment with your counselor to review your application before submitting it. **You are responsible for mailing your application.**
3. You are responsible for requesting teacher recommendations and providing them with stamped, addressed envelopes. **Teachers will mail their recommendations directly to the college.**
4. For each college you are/have applied to, obtain a Transcript Request Form from the Guidance Office.
5. Make an appointment to see Mrs. Burkey (get a pass.)

When you meet with her, you will need the following:

- a) A completed Transcript Request Form for each college or scholarship . NOTE: if under 18, parent signature is required.
  - b) The high school report portion (if required)
  - c) **ADDRESSED STAMPED 9X12 ENVELOPE FOR EACH COLLEGE (AVAILABLE IN GUIDANCE FOR \$2.00)**
6. Three (3) transcripts are processed free (excluding postage.) Additional transcripts up to at total of six(6) are \$3.00. After seven (7) the cost of each transcript is \$5.00 (payable at time of request).
  7. Allow three (3) weeks for processing
  8. **IT IS THE STUDENT'S RESPONSIBILITY TO INFORM THE REGISTRAR OF ANY EARLY DECISION REQUESTS OR EARLY DEADLINES.**
  9. SAT scores - - Most schools require that SAT scores be sent from E.T.S. **IT IS THE STUDENT'S RESPONSIBILITY TO HAVE THEIR CURRENT SAT, AND/OR SAT II , ACT, AP SCORES SENT TO THE COLLEGES.** Forms are available in the Career Center.
  10. **STUDENTS SHOULD BE AWARE THAT IF THEY DO NOT MEET DEADLINES, THEY MAY NOT BE ACCEPTED INTO COLLEGES.** (This means you should allow for the 3 week processing time.
  11. Keep the Registrar informed as you hear from colleges. Submit stamped, addressed envelopes to Mrs. Burkey for each requested college mid-year report.

*Please take a look at the [Senior Information Summary](#) and the [Transcript Request Form](#) for more college documents.*