

## COLLEGE INFORMATION

### The College Application Process:

These steps are the responsibility of the students and parents. Counselors are ready and willing to assist in the process.

❑ **Obtain college applications.** Most applications are available online. Some applications are on file in the College/Career Information Center. Don't forget commonapp.org

❑ **Be certain that you have made arrangements for the ACT or SAT.**

If you have not yet taken the SAT/ACT, you need to sign up for the earliest available date. Most colleges require one of these scores as part of their application process. **It is mandatory to have your scores sent to colleges directly from College Board or ACT.** Registration materials for all tests are available online or in the College/Career Center. If financial help is needed, see the College/Career Center staff for details.

❑ **Be certain your "Rising Senior Packet" is complete and handed in to the counseling office.**

The "Rising Senior Packet" contains student and parent brag sheets, teacher evaluation forms (3), a sample resume, a senior checklist, and a Family Connection Welcome sheet. Remember that the information you provide helps your counselor to compose a letter of recommendation personally tailored to you. Please turn in all forms by June 16. Transcript release forms will be available during summer conferences. Fill it out and have your parents sign it.

❑ **Transcript requests require a 20 business day turn around time for processing.** Note: No request will be accepted until the "Secondary School Report Waiver" and "Official Transcript Release" forms are signed and on file in the registrar's office. There should also be addressed to the college 10 x 13 envelopes, with three stamps affixed postage, for each transcript request. The registrar will prepare a transcript package with all information available and send it along with the counselor recommendation to the colleges you list; we do not handle entire applications or checks for college application fees. Requests to the registrar may be made during the following times: 7:00 – 7:20 am, 10:50 am – 11:30 am, and 2:10 – 3:10 pm.

❑ **Transcript Fees are due at the time of transcript requests:**

- First 3 are free
- 4-6 are \$3.00 each
- 7+ are \$5.00 each

❑ **Teacher Recommendations are requested by many colleges.** Find out the requirements for each college to which you are applying and then:

- Make your request personally. Talk to the teacher at least 3 weeks before the recommendation is due.
- Provide your resume, brag sheet and/or any other pertinent information about yourself.
- Provide the teacher with a stamped, addressed envelope for each recommendation. Recommendations from teachers are mailed by that teacher – they are not mailed from the registrar's office (except the University of MD – College Park). UMD-CP recommendations must be turned in to the registrar's office for mailing.
- Follow up with a thank-you note after the letter is written.

#### **Counselor Recommendation Requests:**

Forms are available in the registrar's office. Fill out according to directions; allow a 20 business day turnaround.

#### **Mailing the applications and application fees is the responsibility of the student.**

The counseling department is responsible for mailing the transcript, counselor recommendations, and school profile only.

❑ **Some colleges require mid-year reports.** Give a business-sized pre-addressed, stamped envelope and any required form to the Registrar the last week of January. One mid-year will be mailed free of charge; any additional mid-year transcripts will be \$3.00.

### **TIME TABLE FOR TRANSCRIPTS AND RECOMMENDATIONS**



<b>College Due Date By:</b>	<b>Request By:</b>
Nov. 1	Oct. 2
Dec. 1	Oct. 30
Dec. 15	Nov. 13
Jan. 1	Nov. 20
Jan. 15	Nov. 23
Feb. 1	Dec. 21
Feb. 15	Jan. 15
Mar. 1 and later	Feb. 5

**COLLEGE BOARD HIGH SCHOOL CODE: 210560**  
(This code is used on both the ACT & SAT registration forms as well as on financial aid forms and college applications)

❑ **Scholarship applications frequently require a transcript.** Students must give the registrar **three business days** notice. All official transcripts will be mailed from the registrar's office. See transcript fees for cost.

❑ **A Final Transcript.** Final transcript to the college you will be attending must be requested through the registrar's office. At the time of request, payment and a self-addressed envelope affixed with postage are required for each transcript to be sent.

❑ **After graduation, if you need a transcript for any reason the fee is \$7.00.**